

Cheboygan County is currently recruiting a Planner/Assistant Code Enforcement Officer.

ESSENTIAL FUNCTIONS: An employee in this position may be called upon to do any or all of the following (these examples do not include all of the tasks that the employee may be expected to perform):

- Assists in developing planning studies and reports in support of new and updated plans, programs and regulations.
- Reviews or assists in the review of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations.
- Prepares and presents detailed reports on development proposals to government bodies.
- Performs or assists in inspections throughout the County for conformance with codes, plans, and regulations, including zoning and soil erosion permits.

Requirements include:

- Bachelor's Degree in planning or other related area of study. In addition, the ideal candidate will also have work experience in planning and zoning activity.
- Obtain a Michigan Comprehensive Soil Erosion and Sedimentation Control Certification within one (1) year of date of hire.
- Strong written and verbal communication skills.
- Pass background check and drug screen per County policy.

Salary: \$18.77 - \$20.67 per hour. Cheboygan County offers a comprehensive benefits package.

Employment application and job description available on line at www.cheboygancounty.net

Applications and résumés may be submitted to Debbie Tomlinson, Assistant to the Director of Planning and Zoning at 870 S. Main St. Cheboygan, MI 49721 or debbiet@cheboygancounty.net. Candidates may also contact the County offices by phone at 231.627.8489 for more information.

Position is open until filled, with first review September 7.