

**CHEBOYGAN COUNTY
JOB DESCRIPTION
PLANNER/ASSISTANT CODE ENFORCEMENT OFFICER**

GENERAL SUMMARY: The Planner/Assistant Code Enforcement Officer works under the direct supervision of Cheboygan County's Planning and Zoning Director and assists in planning activity and enforcement of the County's Zoning Ordinance. The normal work schedule is Monday through Friday, eight (8) hour work day.

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 which 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.
- Performs or assists in inspections throughout the County for conformance with codes, plans, and regulations, including zoning and soil erosion permits.
- Prepares and presents detailed reports on development proposals to government bodies.
- Evaluates or assists in the evaluation of rezonings, ordinance amendments, site plans, special use permits, variances and other proposals.
- Provides information to the public regarding development regulations / soil-related regulations and procedures.
- Assists the Zoning Administrator in coordinating effective and equitable enforcement of the County Zoning Ordinance. Responds to complaints from residents, property owners, contractors, local units of government and others regarding enforcement of the County's Zoning Ordinance, and collects background information, reviews relevant documents and attempts to resolve complaint(s) or explain action(s) (may require becoming deputized).
- Provides accurate, timely and effective customer service support in a pleasant and professional manner to the general public, peer agencies, local officials and other County employees, among others. Customer service is provided in person, by phone or email, and often regards complex zoning and permit-related matters. Communicates confidently, clearly, and effectively.
- Assists in clerical support and maintenance of departmental records and reports, including compiling and analyzing data for annual reports regarding zoning enforcement activities.

JOB SKILLS: The following requirements are representative of the required knowledge, skills and abilities needed to perform this job successfully:

- Strong verbal and written communication.
- Ability to read, analyze and interpret codes and ordinances.
- Ability to respond effectively to inquiries and/or complaints.
- Ability to multi-task and meet deadlines.

Computer/Mathematical Skills:

- Requires the ability to add, subtract, multiply, divide and utilize decimals.
- Working knowledge of personal computers and job-applicable software (e.g., Microsoft Office Suite; permit tracking). Ability to create and interpret Excel spreadsheets.

Problem Solving Abilities:

- Ability to identify, define and resolve problems, collect data, establish facts, and draw well-considered, valid conclusions.
- Ability to handle difficult situations and professionally resolve sometimes difficult conflicts. Ability to remain calm in stressful situations.

Specialized Skills and Abilities:

- Knowledge of the principles, practices and laws related to planning and zoning
- Knowledge of principles and practices of research and data collection
- Ability to work as a cooperative team player, offering to help others when needed, and considering larger organization/team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to team goals and objectives.
- Detail-oriented with a high degree of organizational skill.
- Ability to work in a fast-paced environment with frequent interruptions.

MINIMUM EMPLOYMENT QUALIFICATIONS:

- 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.
- Possess a valid Michigan motor vehicle operator's license, or obtain license within one (1) month of date of hire.
- Pass background check and drug screen per County policy.

WORKING CONDITIONS: Employee must be flexible in daily schedule; work under sometimes demanding and stressful situations; remain calm and maintain focus under demanding and shifting priorities; Employee will perform work according to County policies in the field, as well as in an office environment.

PHYSICAL ABILITIES: The position requires, but is not limited to, the ability to perform the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements: walking over uneven terrain, climbing of stairs, bending, stooping and kneeling, ability to enter and access information from computers and electronic equipment, ability to lift and carry items up to 30 pounds, ability to file and retrieve documents and equipment.

MACHINES AND EQUIPMENT: This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment, as well as drive a car, in the completion of a task.

The qualifications listed above are intended to represent the preferred skills and experience associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as a general guideline that should be considered along with other job-related selection or promotional criteria.

Cheboygan County is an Equal Opportunity Employer and Provider