

## **ASSISTANT ZONING ADMINISTRATOR/PLANNER**

### SUMMARY

Performs a variety of administrative, technical and professional work in the current and long range planning programs of the City and Townships related to the development and implementation of land use and related plans and policies of local units of government. Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations of the City and each of the Townships.

### SUPERVISION RECEIVED

Works under the direction of the Planning Director and City Manager.

### RESPONSIBILITIES AND DUTIES

The Assistant Zoning Administrator/Planner will assist with the following services:

1. Manages planning operations to achieve goals within available resources.
  - a. Assists in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
  - b. Makes private and public presentations to supervisors, boards, commissions, civic groups and the general public. Prepares and/or coordinates the preparation of graphic materials for use by staff in public presentations.
  - c. Reviews development plans and plats and makes recommendations to the Planner, relative to design issues and ordinance conformance.
  - d. Assists with the development and implementation of growth management, land use, economic development, housing, transportation, parks and open spaces, facilities, or other plans and codes to meet the City and Townships' needs and any inter-governmental agreements or requirements.
  - e. Assists with the evaluation of land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and Townships and makes recommendations.
  - f. Provides staff support to the various Planning Commissions and Zoning Boards of Appeal as needed and assigned.

- g. Responds to local citizens inquiring about planning and zoning regulations and ordinances.
  - h. Assists in the enforcement of local ordinances and in interpreting City and Township codes and master plans.
2. Periodically patrols or inspects an assigned area to monitor for violations of local codes.
- a. Responds to complaints of potential code violations relating to signing, building occupancy, nuisances, or other conditions, housing conditions, construction, land use, polluting, or other code related matters.
  - b. Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance.
  - c. Provides information to persons who request information or assistance in code enforcement related matters.

#### DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

The individual awarded the position for the above specified work should have the equivalent of the following knowledge, training, and experience:

Graduation from a high school or GED equivalent;

Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field, desired.

Knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement;

Knowledge of planning programs and processes;

Working knowledge of personal computers and GIS applications;

Knowledge of code enforcement principles, practices and methods as applicable to a municipal setting;

Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public;

Ability to prepare, organize and maintain inspection field data, reports and systems;

Ability to produce or obtain reports, graphs, charts, photographs or exhibits of evidence;

Ability to establish and maintain effective working relationships with citizens, supervisors and the general public;

Ability to follow verbal and written instructions;

Ability to handle stressful situations and effectively deal with difficult or angry people;

Valid Michigan Driver's License, or the ability to obtain one.

### TOOLS AND EQUIPMENT USED

Personal computer, including word processing and data base software; motor vehicle; phone, copy and fax machine; tape measure; mobile or portable radio.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the contracted individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the specified duties, the Assistant Zoning Administrator/Planner will frequently be required to talk, or hear; sit; use hands to fingers, handle, feel or operate objects, tools or controls; reach with hands and arms and occasionally required to stand or walk.

The Assistant Zoning Administrator/Planner must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an individual providing the above described services encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is sometimes exposed to wet and/or humid conditions, fumes or airborne particles. The noise level in the work environment is usually quiet in the office and moderate in the field.

## SELECTION GUIDELINES

Formal proposal; education and experience; oral interview and reference check.

## CONDITIONS

The duties listed above are intended only as illustrations of the various types of work that will be required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.