

## Policy 115

### **Comins Township Zoning Administrator Job Description General Summary:**

Under the direction and supervision of the Comins Township Planning Commission the zoning administrator administers the Zoning Ordinance, as written, without authority to deviate from the Ordinance. The zoning administrator is an employee of the government, appointed by the legislative body. He is responsible to the legislative body. The zoning administrator is also subject to the rulings, policies and contracts of the governing body, as they affect all the employees of the government.

### **Zoning Administrator Essential Functions and Responsibilities:**

#### **Zoning Administration**

1. Must become thoroughly familiar with the zoning ordinances, and all other township ordinances and appropriate forms.
2. Is responsible for the overall administration and enforcement of the Zoning Ordinance.
3. Accepts and reviews site plans, land divisions, variance and special use requests, and zoning permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the applications.
4. Issues the appropriate land-use permit when all provisions of the Ordinance are in compliance and maintains a complete file of permits issued with office administrator. Notifies applicant if the proposed use is not in compliance with ordinance standards, and assisted with an appropriate alternative procedure, appeals, or any other administrative remedies necessary to attain compliance.
5. Performs inspection duties to ensure land use changes comply with the Zoning Ordinance.
6. Works directly with County Building Inspector to review and audit all activity.
7. Identifies and monitors nonconforming uses.
8. Attends Planning Commission and Zoning Board of Appeals meetings to report on zoning issues and advise on issues related to zoning administration or Special use and Variance requests. Evening meetings can be expected.
9. Conducts technical reviews, site inspections, and makes staff reports to the Planning Commission, Zoning Board of Appeals and Township Board on specific project proposals such as, but not limited to, special use permit applications, conditional use permit applications, zoning amendments, variances and appeals.
10. Ability to write with clarity to carry on basic communications with permit applicants, related governmental agencies and other offices as necessary.

## **Zoning Enforcement**

1. Investigates alleged violations of the Ordinance and advises landowners/applicants of necessary corrective measures. Keeps an inventory of said violations including dated photographs and/or other evidence.
2. Presents case facts and explains decisions of the Zoning Administrator's office before the Board of Appeals as required.
3. Attends meetings as required and follows the directives of the Zoning Board of Appeals.
4. Develops recommendations regarding zoning amendments, zoning forms; and may propose solutions to any problem encountered in administering the Zoning Ordinance.
5. Coordinates the enforcement of the zoning ordinance with the enforcement of other related land use statutes and codes by active cooperation with other appropriate agencies.
6. Testifies, as necessary, at public and judicial hearings.

## **Administrative Duties.**

Submits, at least weekly,

1. transmittal of zoning permit fees collected, (2) cash, and (3) checks to the treasurer with Weekly tracking Sheet.
2. Submits one copy of the zoning permit application to the tax assessor in a timely manner.
3. Administers and follows procedures and policies established for the office.
4. Distributes zoning ordinances to Planning Commissioners (Township Board members), Zoning Board of Appeals, and to the public.
5. Keeps the zoning map, text, and office records up to date by recording all amendments and retaining all official documents; and makes copies of the zoning ordinances available to the public.
6. Prepares or works with the appropriate staff or offices (such as but not limited to; township clerk, Planning Commission secretary) to prepare, publish, post, send and/or deliver public notices for meetings and hearings.
7. Turns in written report (each month or more frequent) to the legislative body, which itemizes permits written and other relevant issues.
8. Attends Monthly meetings of the Planning Commission and at least 1 Township Board meeting each quarter.

## **Public Relations, Assistance, Personal Development Skills**

1. Ability to work and communicate with elected and appointed officials, and the public, with appropriate etiquette and diplomacy.
2. Assists the general public, applicants, developers, and their representatives with zoning inquiries, proposals, and applications. Directs the individual(s) to the proper agency/agencies for other needed permits.
3. Ability to address various service groups and work with the media concerning zoning issues within the municipality.
4. Attends professional schools, seminars and/or conferences at least once a year to stay up to date on laws, zoning trends, and other information pertinent to zoning administration.
5. Be accessible to the public by scheduled appointments and site visits as required

## **Other**

1. Performs other duties as may be specified by the Zoning Ordinance.
2. Accepts other responsibilities as may be directed by the (Planning Commission, Zoning Board, legislative body, and supervisor) as applicable.

## **Employment Qualifications:**

1. Graduation from an accredited high school or GED equivalent with drafting and/or site plan and blueprint reading skills.
2. A deductive, logical system of thought common in reading and interpreting legal documents.
3. An ability to read legal descriptions and similar pertinent documents to zoning administration.
4. Some basic computer skills and knowledge in use of word processing, data base, computer operating system, (computer networking abilities).
5. Ability to work and communicate with other elected and appointed officials and the public with appropriate etiquette and diplomacy (written or oral).
6. Telephone etiquette and ability to speak before groups and organizations.
7. Knowledge of construction and construction terms as appropriate to zoning - reviews.
8. Ability to pay close attention to details.

9. Must possess good organizational skills and schedule workload appropriately.
10. Be able to work independently with little supervision and meet deadlines.
11. Must have current, valid Michigan vehicle operator's license and provide own transportation.

### **Physical Requirements**

1. Sitting at a desk to operate computers, review applications and site plans and meet with public.
2. Walking over uneven terrain, on stairs, to conduct site inspections, specific studies, and evaluations.
3. Operating a vehicle (including at night) to attend various meetings, site inspections, and other functions.

### **Working Conditions/Environmental Factors**

1. Work inside in home & office conditions some of the time.
2. Work outside some/most of the time, despite weather conditions, and exposure to environmental allergens (grasses, weeds, pollens, trees) due to little flexibility for scheduling.
3. Regularly travel to locations throughout municipality.
4. Subject to irregular or extended working hours in order to meet schedules and respond to complaints as quickly as possible. E. Subject to work related calls after hours.

**Effective: April 25<sup>th</sup>, 2023**