

## Au Train Township JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Zoning Administrator</b>
<b>REPORTS TO:</b>	<b>Township Board Supervisor &amp; Clerk</b>
<b>STATUS:</b>	<b>Exempt, Irregular, Part time, "At-Will" Employee</b>
<b>SCHEDULE:</b>	<b>May include nights or weekends</b>
<b>SALARY:</b>	<b>Salaried position – Township Board establishes. Dependent upon experience &amp; assigned duties</b>

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specific positions. Therefore, specifications **may not include all** duties performed by individuals within this classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into this position and do not necessarily convey the qualifications of incumbents within the position.*

### **JOB SUMMARY**

The Zoning Administrator for Au Train Township is responsible for the overall administration and enforcement of the Au Train Township Zoning Ordinance as well as the Au Train Township Blight Ordinance. The position also serves as staff liaison to the Township Planning Commission and Zoning Board of Appeals.

It shall be the responsibility of the Zoning Administrator to enforce the provisions of the Au Train Township Zoning Ordinance and in doing so, shall perform the duties which follow. However, in no case shall the Zoning Administrator, or any of his/her subordinates, waive or vary any of the provisions or standards in the Au Train Zoning Ordinance.

### **ESSENTIAL JOB FUNCTIONS AND KEY RESPONSIBILITIES**

The essential functions in this position must be performed satisfactorily and may include but not limited to, the following:

1. **Issue Permits:** All applications for zoning compliance permits shall be submitted to the Zoning Administrator who shall issue zoning compliance permits when applicable provisions of the Zoning Ordinance have been complied with.
2. **Revoke Permits:** The Zoning Administrator shall revoke any zoning compliance permit issued under a mistake of fact or contrary to the law or any provision of this Ordinance.
3. **File Applications:** The Zoning Administrator shall maintain official copies of all applications for zoning compliance permits, and shall keep records of all zoning compliance permits issued and/or denied. Files and records shall be open for public inspection. Copies shall be provided upon request, in compliance with the Au Train Township Freedom of Information Policy.

4. Conduct Inspections: Upon the application for a zoning permit, the zoning administrator shall be permitted to make inspections of buildings and premises in order to verify the accuracy of information submitted in the application for zoning permit.
5. Maintain record of all Complaints: The Zoning Administrator shall keep a record of every identifiable complaint of a violation of any of the provisions of the Zoning Ordinance, and of the action taken consequent to each complaint. These records shall be public record.
6. Report to the Planning Commission: The Zoning Administrator shall report to the Township Planning Commission at each meeting, summarizing for the period since the last previous report, all applications for zoning compliance permits, all complaints of violations, all appeals, variances, and exceptions granted by the Zoning Board of Appeals, and the action taken. The Zoning Administrator must attend at least quarterly Planning Commission meetings and attend Au Train Township Board Meetings as requested.
7. Review Site Plans for Completeness: The Zoning Administrator shall review Site Plans in accordance with Article X of the Zoning Ordinance.
8. Provide Information: The Zoning Administrator shall present information to the Planning Commission for Conditional Use Permit hearings, and to the Zoning Board of Appeals for variances, interpretations, and other matters which are the responsibility of the Zoning Board of Appeals. The Zoning Administrator shall present information to the Planning Commission and the Township Board regarding proposed amendments to the Zoning Ordinance, including zoning map revisions.
9. Communication: The Zoning Administrator shall report on communications between the Zoning Administrator and the public in a monthly report to the Township Board to be received prior to the monthly Township Board Meeting. The Zoning Administrator serves as a resource for township citizens, responding to their inquiries in a timely manner and interpreting applicable ordinances.
10. Continuing Education: Attends annual seminars and other continuing education conferences as needed to stay up-to-date on laws, zoning trends, and other information pertinent to zoning.
11. Hearings: Testifies, as necessary, at public and judicial hearings.

12. Policies and Procedures: Write and update procedures, policies, and forms as needed for both zoning ordinance and blight ordinance.
13. Other Duties: The Zoning Administrator may have additional duties and responsibilities, but these additional duties must be closely related to zoning duties.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Ability to critically assess situations, solve problems and to work effectively under stress within deadlines and changes in work priorities.
2. Ability to use office equipment and technology, including computers, and related software which include – Microsoft Office programs, and GIS mapping programs.
3. Use of legal descriptions, maps, drawings, etc. for the purpose zoning.
4. Excellent communication and interpersonal skills to deal effectively with Township staff, residents, state and local government representatives, attorneys, and the general public. Represents the Township and occasionally deals with disgruntled/irate property owners.
5. The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

## **PHYSICAL REQUIREMENTS and WORKING CONDITIONS:**

- From time to time, the Zoning Administrator is required to spend time in the field, which requires the employee to drive to and inspect sites on foot. Field inspections often involve moderate physical activity, difficult terrain, and dangerous conditions; i.e. construction sites, farms, or vacant land. An employee must have the strength, stamina and physical coordination required to complete field inspections in all weather conditions, including extreme heat and severe cold weather. Inspections occasionally involve stooping, climbing or otherwise accessing all areas of the site, and the employee is required to have the vision capabilities needed to complete visual inspections and complete measurements.
- Will occasionally need to lift boxes of office supplies, files, records, weighing 20 pounds to waist-high level.

## **MINIMUM QUALIFICATIONS**

- **Education/Experience:** Graduation from an accredited high school or GED.
- Associate's degree helpful, but not required. Prefer individuals who have working knowledge of zoning law or past experience as a zoning administrator.
- **Special Requirements:** Possession of valid Michigan driver's license and a good driving record. No felony convictions. Driving and criminal background

checks will be completed if deemed necessary. Drug and alcohol testing according to Federal Regulations upon request.

- Willingness and ability to work flexible schedule including occasional evenings and weekends.

**MISCELLANEOUS**

- The duties listed above and on the attached check list are intended only as illustrations of the various types of work that may be performed. 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.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs and requirements of the job change.
- There will be a 90-day probationary period to establish a fit and proper person for this position.
- There are no benefits, vacation days, overtime, etc. involved with this position.
- The township reserves the right to terminate the employment of the employee at any time, for any reason, with or without notice, at the will of the township.

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**ACKNOWLEDGMENT**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to constitute an exhaustive list of all responsibilities, duties, and skills required of employees classified in this job.

I have reviewed and understand the above Job Description for the Zoning Administrator position for Au Train Township.

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Employee Name (Please Print)

Employee Signature

Date: \_\_\_\_\_

Rvsd: 3/2022