

## ZONING ADMINISTRATOR

### THE OPPORTUNITY

The Zoning Administrator performs a variety of tasks that help shape the future of the City. They advance the City's development goals, administer and enforce the Zoning, Sign, and Land Division Ordinances, and support broader City objectives. They also perform related duties as assigned.

### SUPERVISION RECEIVED

Reports to the Development Director.

### SUPERVISION EXERCISED

None.

### RESPONSIBILITIES

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

- Zoning Oversight and Administration
  - Receives, reviews and processes citizen applications regarding zoning issues and zoning aspects of construction projects, the sign ordinance, the short-term rental ordinance, and the land division ordinance.
  - Responds to or coordinates responses to relevant Commission, citizen, and staff requests, concerns and inquiries.
  - Makes administrative decisions regarding the interpretation and application of zoning ordinances and regulations.
  - Drafts ordinances and policies for approval.
  - Issues fence, shed, sign, and site plan permits, and other zoning permits as appropriate.
  - Serves as staff to the Planning Commission and Zoning Board of Appeals.
  - Prepares and ensures compliance with legal notices, prepares meeting agendas and packets, receives and compiles public comments, records and prepares meeting minutes, and maintains records.
  - Prepares and administers the department budget, assures compliance with approved budget.
  - Represents the City at meetings, as assigned. As needed, attends City Commission meetings and serves on boards or commissions.
- Enforcement
  - Enforces zoning, sign, short-term rental, and land division ordinances.
  - Investigates potential violations.
  - Works with City Attorney and staff to develop and implement appropriate enforcement approaches.
  - Notifies potential violators and, through informal or formal enforcement measures, attempts to bring violations into conformity.
  - Documents violations, issues misdemeanor or civil infraction citations, testifies in court and follows issues to resolution.

- Strategic Planning and Implementation
  - Leads efforts to recommend updates and reenvision the City's Zoning Ordinance, ensuring that it supports City's Master Plan, goals, and priorities for development and customer support.
  - Continuously revises and maintains the Zoning Ordinance as needed. Works in consultation and cooperation with the City Attorney and staff and through the required Planning Commission and City Commission processes.
  - Acts as principal staff member responsible for the development, updating, implementation, and tracking of the City's Master Plan. Leads the effort to amend or update the Master Plan, in consultation and cooperation with consultants, staff, and elected and appointed officials.
  - Explores the implementation of a zoning permit process.
- Other
  - Oversees or assists in overseeing special projects, as requested.
  - Researches and writes grants on behalf of the City, as needed.
  - Performs related duties, as required.

## **PREFERRED SKILLS AND QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability (KSA's) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Zoning Administrator Certificate or willingness to complete the Zoning Administrator program and become certified within 18 months of hire.
- Excellent listening, communication, and relationship-building skills; skill in establishing and maintaining effective working relationships with public officials, community organizations, fellow employees and the general public;
- Strong analytical and organizational skills.
- Successful track record.
- Experience:
  - Issuing zoning permits.
  - Coordinating services with other departments and outside agencies.
  - In planning, zoning, community development, economic development, strategic planning, and/or stakeholder engagement.
- Knowledge of:
  - City ordinances and policies.
  - Michigan laws and ordinances, particularly the Zoning Enabling Act and Planning Enabling Act as well as building codes and the development process.
  - Economic development, business retention and recruitment, housing and real estate principles and practices, and planning best practices.
  - Relevant computer hardware and software applications, especially BS&A.
- Ability to:
  - Read a survey and a building plan, and conduct a site review.
  - Deal fairly and openly with the public and address questions and concerns in a courteous, timely, and accurate manner.

- Develop, recommend, promote, and implement goals, strategies, and policies to provide property owners, business owners, community organizations, and residents with information, guidance, and support.
- Present a positive environment encouraging residential and business development opportunities in the City.
- Gather, analyze and report outcome data.
- Use independent judgment to detect and resolve problems.
- Make effective presentations.
- Attend meetings outside of normal office hours.

## REQUIREMENTS

Required education and experience include a Bachelor's degree in Urban Planning, Community Development, Public Administration, or a related field, and a minimum of two years of related experience, or equivalent.

A valid Michigan driver's license is required.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required to sit, talk, hear, stand, walk, and use hands to finger, handle or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific visual abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

## WORK ENVIRONMENT

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

The employee in this position usually works in an office environment with the need to operate in the field at times. The environment is often busy with background noise.