

Whitewater Township Zoning Administrator
Job Description
(Revised March 12, 2013)

General Description

The Zoning Administrator shall:

1. Be responsible for the administration and enforcement of the township zoning ordinance, subdivision control, and other zoning and land use related ordinances precisely as written.
2. Assist in the development of recommendations regarding zoning and land use issues.

Qualifications

1. Knowledge of northern rural Michigan's unique assets and problems, especially those of Whitewater Township or similar townships.
2. Knowledge of Michigan statutes pertaining to township zoning, planning, and development.
3. Ability to work and communicate with elected and appointed officials and the public with appropriate etiquette and diplomacy.
4. Possess adequate writing and computer skills to perform the duties of the job.
5. Ability to understand and interpret plans, diagrams, blueprints, and specifications.
6. Ability to pay close attention to details; to organize, prioritize, and work independently; to schedule and produce work on a timely basis.
7. Possess a valid driver's license to meet travel requirements and be able to make site inspections during all seasons.

Physical Demands

Good general health. The work is light with some walking, standing, stooping and crouching. Visual acuity is important.

Work Environment

This is mainly an office job. From time to time, the employee will be exposed to outside weather conditions.

Salary

Salary shall be set by the Whitewater Township Board.

Hours of Work

The zoning administrator shall be considered a part-time employee, working a flexible schedule up to 24 hours per week, providing at least 4 hours per week of "office hours".

Typical Duties Include, But Are Not Limited To:

1. Review applications and blueprints for land use permits, and investigate to determine compliance with the provisions of the township zoning ordinance, issue or deny same. If denied, assist applicant with an appropriate alternative procedure or appeal procedure, if the applicant so chooses.
2. Perform pre-certificate of occupancy inspection duties to insure proposed land use changes are and will remain in compliance with the township zoning ordinance.
3. Assist the public with zoning and land use questions, procedures, and application forms.
4. Investigate all completed Code Enforcement Complaint Forms verifying alleged violations of the township zoning ordinance, enforcing corrective measures when required and approved by the Township Board.
5. Maintain zoning map updates, land division/combinations, and office records by recording all amendments and proper filing/retention of official documents.
6. Identify, monitor, and control nonconforming uses.
7. Process applications for special use permits and preliminary applications for site plan review.
8. Assist the Planning Commission, as needed, with agendas and the site plan review process.
9. Attend meetings of the Planning Commission and Township Board as needed.
10. Process petitions to the Zoning Board of Appeals, including written reviews/opinions, supportive documents, legal notices, and defend decisions of the office before the Zoning Board of Appeals.
11. Testify as necessary at public and judicial hearings.
12. Prepare a monthly written report and an annual report; submit the report for the Township Board to the township clerk seven (7) days prior to the regular board meeting.
13. Use acceptable township accounting standards to prepare pay period timesheets and invoice/expense reports, remitted to the clerk's schedule.
14. Maintain a receipt book for all monies collected on behalf of the township, remitted to the treasurer's schedule.
15. Submit invoices and expense vouchers to the township clerk following the policies and procedures established by the township board.
16. Propose solutions to any problems encountered in administering the ordinance.

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