

## **Zoning Administrator**

Whitewater Township, Grand Traverse County, is seeking a part time qualified individual for the position of Zoning Administrator.

The zoning administrator is responsible for, but not limited to, the administration and enforcement of the zoning ordinance, subdivision control, and other zoning and land use related ordinances precisely as written.

For a detailed job description, please visit our web site: [whitewatertownship.org](http://whitewatertownship.org)

Salary Range is between \$30K~\$50K. Email resume to: [resumewwt@gmail.com](mailto:resumewwt@gmail.com)

## **Whitewater Township Zoning Administrator Job Description**

The Zoning Administrator administers, analyzes, and enforces the Township's police power and zoning ordinances. Investigates potential violations, follows established procedures for achieving abatement and compliance where warranted. Provides assistance to citizens, educates the public on zoning and code enforcement issues, and coordinates with other governments as needed.

### **General Description**

The Zoning administrator shall:

1. Be responsible for the administration and enforcement of the Township's police power and zoning ordinances, 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.
3. Independent Contractor Agreements must acknowledge this Job Description and the Township's Code Enforcement Policy and Procedures Manual as amended to ensure all work is carried in accordance with both.

**Qualifications:** The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

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** The physical demands and work environment characteristics described here are representative of those an individual encounters while performing the typical duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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 however, an individual in this position spends time working in the field at various sites. This may include sites with treacherous terrain requiring the individual to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals, or other hazardous materials, loud machinery and equipment and other dangers. Periodic bending, stooping, and kneeling to move items weighing up to 60 pounds from the floor/ground to overhead to obtain stored records, books, files, move objects in the field and to operate various field equipment (soil auger, shovel, tape measure, etc.). The individual may also work in an office setting to complete administrative duties.

An individual in this position must have the strength, stamina, and physical coordination needed to gain access to the sites described above.

### **Salary**

Salary shall be set by the Whitewater Township Board.

### **Hours of Work**

The zoning administrator shall be considered a part-time employee, or Independent Contractor, working a flexible schedule up to 24 hours per week providing at least eight hours per week of office/field hours.

**Typical Duties Include, But Are Not Limited to The Following List.** An individual(s) in this position may be called upon to do any of the following. These examples do not include all of the duties which the individual may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

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 ensure proposed land use changes are and will remain in compliance with the township zoning ordinance.

3. Provide assistance to the public with zoning, land use and code enforcement Assist the public with zoning and land use questions, procedures, and application forms. Provides assistance to citizens, educates the public on zoning and code enforcement issues, and coordinates with other governments as needed.
4. Investigate all completed Code Enforcement Complaint Forms verifying alleged violations of the Township's police power, zoning ordinance, or special land uses. Enforce corrective measures when required, which are approved by the Township Board, in accordance with the Code Enforcement Policy & Procedure Manual.
5. Maintain zoning map updates, land division/combinations, and office records by recording all ordinance amendments and proper filing/retention of official documents.
6. Identify, monitor, and control non-conforming uses.
7. Process applications for special use permits and preliminary applications for site plan review.
8. Assist as needed the planning commission 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 detailing permit, complaint, and enforcement activity; submit the report for the township board to the township supervisor 12 days prior to the regular board meeting.
13. Use acceptable township accounting standards to, prepare a pay period timesheet, and invoice/expense report, 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 Office 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
17. Performs other duties as assigned by the Board related to zoning, planning and code compliance.

I have read the above job description and fully understand the conditions set forth therein. I will perform these duties to the best of knowledge and ability.

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

Adopted by the Whitewater Township Board on 12.12.2023.