

## **FLT Zoning Administrator/Ordinance Enforcement Officer Job Description**

**Position:** Zoning Administrator, Non-Exempt

**Reports to:** Township Supervisor

**Salary range:** \$40-42,000 per year

**Hours:** 32-34 hours per week/1664-1768 hours per year

**Phone Reimbursement:** \$50 per month

**Mileage Reimbursement:** IRS rate paid monthly upon submission of detailed mileage report including date, and address/location, paid from the township to the location and back to the township.

**Other Benefits:** None at this time

### **General Summary:**

Under the direction and supervision of the Fife Lake Township Board, the zoning administrator administers the Zoning Ordinance, as written under the authority of the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended, without authority to deviate from the Ordinance. Additionally, the Ordinance Enforcement Officer administers and enforces the police power ordinances of the township.

### **Essential Functions and Responsibilities:**

#### **A. Zoning Administration**

1. Is responsible for the overall administration and enforcement of the Zoning Ordinance.
2. Maintains thorough familiarity with the zoning ordinance, related forms, the Michigan Zoning Enabling Act, being Public Act 110 of 2006, as amended, and the Michigan Planning Enabling Act, being Public Act 33 of 2008, as amended.
3. Proposes solutions to problems encountered in administering the Zoning Ordinance and presents them to the Planning Commission, direct supervisor, and/or legislative body as appropriate.
4. Accepts and reviews zoning permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the applications. The use of checklists and instruction sheets is encouraged.
5. Issues the appropriate land use permit when an application complies with all relevant provisions of the Ordinance and maintains a complete file of permits issued. Notifies applicant, in writing, if the proposed use is not in compliance with ordinance standards, and assists with an appropriate alternative procedure, appeal, or any other administrative remedies necessary to attain compliance.
6. Performs inspections, to ensure land use changes comply with the Zoning Ordinance.
7. Identifies, inventories, and monitors nonconforming uses, lots, and buildings/structures.
8. Attends [*Township Board, Planning Commission, Zoning Board of Appeals*] meetings, as needed, to report on zoning issues, advise on issues related to zoning administration, and follows the directives given. Evening meetings can be expected.
9. Conducts technical reviews and site inspections in addition to making staff reports to the Zoning Board of Appeals on project proposals such as, but not limited to, permit applications, zoning amendments, variances, and appeals.
10. Maintains the position within the budget allocation approved by the township board.

B. Zoning and Police Power Ordinance Enforcement

1. Investigates alleged violations of the ordinances and advises landowners/applicants of necessary corrective measures. Keeps an inventory of violations including dated photographs and/or other evidence.
2. After first consulting with the supervisor, consults with the municipal attorney for legal opinions on enforcement matters and recommended process.
3. Presents case facts and explains decisions of the Zoning Administrator's office before the Zoning Board of Appeals.
4. Coordinates the enforcement of all ordinances with the enforcement of other related land use statutes and codes by active cooperation with other agencies.
5. Testifies, as necessary, at public and judicial hearings.

C. Office Administration

1. Submits, daily: (1) transmittal of zoning permit fees collected, (2) cash, and (3) checks to the Treasurer.
2. Submits one copy of the zoning permit application to the tax assessor upon issuing each permit.
3. Administers and follows procedures and policies established for the office.
4. Distributes zoning ordinances to members of the Planning Commissioners, Zoning Board of Appeals, and to the public.
5. Develops recommendations regarding zoning amendments, zoning permit fee structures, and zoning forms.
6. Keeps the zoning map, zoning ordinance text, and office records up-to-date by recording all amendments and retaining all official documents. Also makes copies of the Zoning Ordinance available to the public.
7. Updates, the department website with current ordinances, public hearing notices, and meeting information in compliance with Open Meetings Act.
8. Keeps office permitting software [if applicable] up to date and appropriately licensed for ongoing technical support as needed.
9. Prepares or works with the appropriate staff or offices (such as but not limited to; township board members, Planning Commission staff and members, Zoning Board of Appeals members) to prepare, publish, post, send and/or deliver public notices for meetings and hearings.
10. Turns in a written report [*each month or more frequent*] to the legislative body, which itemizes mileage and expenses and hours worked.
11. Turns in a written [*annual, or more frequent*] report that includes permits issued/denied, appeals, request for amendments, request for variances, and other pertinent zoning administration information.
12. Keep regular office hours at least 4 days per week, at least 3hrs per day (agreed upon by the township board). Other hours by appointment, as well as field work.

D. Public Relations, Assistance, Personal Development

1. 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.
2. Addresses various interest groups concerning zoning issues within the municipality.
3. Attends professional schools, seminars and/or conferences annually to stay updated on laws, planning/zoning trends, and other information pertinent to zoning administration and ordinance enforcement as budget permits.
4. Is accessible to the public with established hours by the township board at the township hall.

E. Other

1. Performs other duties as assigned
2. Accepts other responsibilities as may be directed by the [*Zoning Board of Appeals, township board, supervisor*] as applicable.
3. Assists the Freedom of Information Act (FOIA) coordinator in fulfilling FOIA requests for information in a responsive and timely manner.

**Employment Qualifications:**

A. Education

1. An employee should have the equivalent of the following training and experience:
  - a. Graduation from an accredited high school or GED equivalent with drafting and/or site plan and blueprint reading skills.
  - b. The ability to read and interpret legal documents.
  - c. An ability to read legal descriptions, technical language, and similar pertinent documents to zoning administration.
  - d. Optionally, an associate or higher degree or certification in real estate, geography, economic development, law enforcement or a related field.
2. Basic computer skills and knowledge in use of word processing and database software, experience, gis, and computer networking abilities.
3. Prefer an individual who has working knowledge of land use or zoning law, real estate sales or development experience, or past experience as a zoning administrator.

B. Necessary Knowledge, Skills and Abilities

1. Ability to work and communicate with elected and appointed officials and the public with appropriate etiquette and diplomacy (written and oral).
2. Ability to write with clarity to effectively communicate with applicants, related governmental agencies and other offices as necessary.
3. Telephone etiquette and skills.
4. Ability to speak before groups and organizations.
5. Knowledge of construction and construction terms as appropriate to zoning reviews.
6. Ability to pay close attention to details.
7. Good organizational skills:
  - a. Prioritize and schedule workload appropriately;
  - b. Be able to work independently with little supervision;
  - c. Meet deadlines.
8. Must have current, valid Michigan vehicle operator's license and provide own transportation and auto insurance.
9. Physical Requirements:
  - a. Sitting at a desk to operate computers, review applications and site plans and meet with public.
  - b. Walking over uneven terrain and up stairs; hand grip to pull one's self over obstacles in order to conduct site inspections, specific studies, and evaluations.
  - c. Periodic bending, stooping, and kneeling to move items weighing up to 30pounds from the floor/ground to overhead, and vice versa, to obtain stored records, books, files, move objects in the field, and to operate various field equipment (soil auger, shovel, tape measure, etc.).
  - d. Operating a vehicle (including at night) to attend various meetings, site inspections, and other

functions.

C. Working Conditions/Environmental Factors

1. Work inside in 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 Fife Lake Township.
4. Subject to irregular or extended working hours in order to meet schedules and respond to complaints as quickly as possible.
5. Subject to work related calls after hours.

**Other Considerations and Terms:**

The duties listed above 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 position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Upon termination of contract/employment, the zoning administrator will, within seven (7) days, return to employing governmental unit all material associated with the zoning administrator position. Materials include: all records, unused forms, maps, filing cabinets, manuals, scanners, computers, telephones, cellular phones, cameras, and other materials purchased/belonging to the local governmental unit.

The zoning administrator is an employee of the government, appointed by and responsible to the Fife Lake Township Board. 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.