

Zoning Specialist

Reports to: Building and Zoning Administrator
Positions Supervised: None
Employment Status: Part Time, Non-Exempt

BROAD STATEMENT OF RESPONSIBILITIES:

Under the direction of the Building and Zoning Administrator, responsible for advisement and enforcement of the Gerrish Township Zoning Ordinance and other ordinances as applicable. Provides various inspections and administrative support as needed.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Maintains thorough familiarity with the Gerrish Township Ordinances, specifically Zoning. Has knowledge of appropriate Building and Zoning fees, applications and permits.
2. Accepts and reviews land use permits to determine their compliance with the Zoning Ordinance, including land use requirements associated with building permits. Determines compliance and issues land use permits as appropriate, maintaining complete files.
3. Performs field inspections as applicable to issuance of land use permits, checking for on-site conformity to Zoning Ordinance. Works with Building and Zoning Administrator to ensure building permits comply with Zoning Ordinance.
4. Coordinates field work with the Assessor and reviews properties with Assessor as needed ensuring record accuracy.
5. Investigates alleged violations of ordinances and advises property owners of necessary corrective measures. Keeps and submits to board monthly reports of complaints and investigations.
6. Proactively pursues potential zoning and other ordinance violations, working with Gerrish Township Police Department and Building and Zoning Administrator as needed. Includes monthly activity in zoning report.
7. Follows Township procedures as outlined in applicable ordinances for property owner notification and ordinance enforcement. Assists with blight control and junk and garbage ordinance enforcement. Works closely with Township Attorney on zoning and land use issues and testifies, as necessary, at public and judicial hearings.
8. Prepares and reviews Zoning Board of Appeals submittals for the Board and attends meetings, presenting information as needed. May be required to attend Planning Commission or Township Board meetings in absence of Building and Zoning Administrator.

9. Assists Building and Zoning Administrator in reviewing, researching and recommending changes and updates to Township zoning and other ordinance amendments; may work with Township Board and Planning Commission as needed.
10. Serves on Subdivision Advisory Committee when applicable; reviews and approves subdivision and site condominium development.
11. Keeps zoning maps, texts and office records up to date, recording all amendments. Coordinates with Clerk to maintain all official documents and works closely with Building and Zoning Administrator and Assessor to ensure accurate zoning records throughout Township.
12. Assists general public, applicants, developers, builders, professional representatives and other interested parties with planning/zoning inquiries, proposals and applications. Directs the individual(s) to proper agencies or individuals for other permits or information as needed.
13. Stays current on applicable zoning and planning matters as pertinent to the Township; attends professional training and seminars relevant to zoning trends, laws and ordinance administration.
14. Maintains awareness and knowledge of construction terms, trends and State laws in order to better partner with Building and Zoning Administrator, Electrical Inspector and Plumbing/Mechanical Inspector.
15. Assists within general office duties including telephone, walk in customers and clerical work. May work closely with Administrative Specialist.
16. Performs other duties and special projects as requested to facilitate efficient operations of the department and Township.

KNOWLEDGE, SKILLS & ABILITIES:

1. Associates degree OR minimum of 3 years relevant enforcement or investigation experience such as law enforcement,
2. Verbal communication skills to effectively assist developers, attorneys, realtors, other Township staff at all levels and residents and/or developers who occasionally may be upset, frustrated and/or lacking knowledge of Township zoning ordinances and planning process.
3. Ability to organize and schedule assigned work to meet established deadlines in an environment where interruptions may occur frequently; ability to comprehend, interpret and process detail information.
4. Proficiency with computers and software as needed in the completion of duties, including word processing and data base management.
5. Written communication skills that will allow for accurate recording and reporting of ordinance violations and preparation of applicable findings.
6. Valid driver's license and ability to travel regularly throughout Township; ability to climb, walk and stoop while visiting building inspection sites during all seasons and all weather conditions;

occasionally may require lifting boxes of materials, office supplies, files, records and equipment weighing minimum of 30 pounds to waist high level

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.