

MECOSTA TOWNSHIP PART-TIME TOWNSHIP ZONING ADMINISTRATOR

General Summary

Administers and enforces the Township Zoning Ordinance, including the investigation and follow-up of zoning violation complaints. Provides information to individuals and groups on the Zoning Ordinance and other land use regulations. Research information for the Planning Commission and Zoning Board of Appeals and attends their meetings to provide research findings and staff support. Conducts inspections and reviews applications and issues permits, assigns address numbers in accordance with County Emergency 911 address system and provides other services related to the Zoning Department's responsibilities. Works in collaboration with the Mecosta Township Building Official and Fire Chief as needed.

Essential Functions

1. Enforces the Township Zoning Ordinance through field investigation, correspondence, and personal contact with government agencies, business representatives and the public.
2. Educates the public regarding the content of the Zoning Ordinance, Township regulations, building site development, private road development, mineral extraction, and other zoning/land use concerns.
3. Assists the public with forms and permits and instructs them on Zoning Applications and Appeals procedures. Interprets the language of the Zoning Ordinance to public.
4. Attends Planning Commission and Zoning Board of Appeal meetings, consults with, researches and provides information to those bodies on pertinent zoning issues and sites gathered through field investigation and follow through inspection especially as related to Variance and Special Land Use requests.
5. Answers phone calls and in person requests for help with land subdivision, along with the Land Division Official, or development related to residential and commercial site plan reviews, planned unit developments [PUDs] and special use procedures and standards.
6. Prepares, researches, investigates and gathers data pertinent to the Planning Commission and Zoning Board of Appeals. Includes preparing correspondence, documents, and applications, scheduling and coordinating meetings, and serving as staff support.
7. Processes applications for Special Use Permits, Site Plan Reviews, Zoning Amendments, Variance and Appeals. Prepares and distributes required notifications assuring compliance with pertinent legal requirements.
8. Researches and drafts amendments for the Township Zoning Ordinance and land use plans for the review of the Planning Commission. Takes the lead on updating of the Master Plan.

Employment Qualifications

Education: Coursework in planning, land use regulation, and related areas, preferred but not required.

Experience: Experience in planning/zoning/construction/computer data entry and related activities, preferred but not required.

Other Requirements: Valid Michigan Driver's License and dependable vehicle.

Physical Requirements:

Walks over uneven terrain to review property and collect information.

Ability to enter and retrieve information from a computer.

Ability to access the various sites throughout the Township.

Working Conditions:

Travels to various locations to conduct investigations and represent the department.

Works outside in all types of weather conditions.

Exposure to environmental allergens [grasses, weeds, pollen, trees].

Exposure to unrestrained animals while making site visits.

Exposure to individuals who may be hostile while making site visits and conducting enforcement activities.

Work Hours

Flexible, 10-15 hours per week, Monday through Friday between the hours of 8:30AM-3:00PM (except required evening meetings)

Compensation/Benefits

Compensation negotiable. No benefits, Mileage reimbursement. Computer and office supplies provided.