

HAMBURG TOWNSHIP

Job Description

JOB TITLE: **PLANNING & ZONING/DIRECTOR**
Director (Full-time, Salary, Exempt)Township

REPORTS TO: Supervisor

JOB SUMMARY:

The Planning and Zoning Director/Administrator is responsible for how the Township's Planning and Zoning Department functions. The Director/Administrator oversees the recruitment, education, employment, evaluation, development and release of staff and contract personnel; supervises the department staff, and outside consultants on a daily basis; and develops department-wide goals, objectives, policies and procedures. The Director/Administrator **oversees the development review process for all projects**. The Director/Administrator should have excellent knowledge of the zoning requirements as well as planning practices and procedures. The Director should also have exemplary interpersonal and supervisory skills.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Directs the day-to-day activities and staff of the Zoning Department. Duties include hiring, training, assigning duties, counseling and evaluating staff performance.
2. Monitors the construction of building structures and or land modifications within the Township to assure compliance with applicable local, county, state and federal codes and ordinances.
3. Manage Zoning Enforcement Officer and seeks voluntary compliance and cooperation when code and ordinance standards are not met, recommending corrections, issuing violation notices when necessary, and performing re-inspections to determine actions taken to bring the structure or situation into compliance with requirements. Pursues legal means of assuring compliance as necessary.
4. Reviews plans, specifications and blueprints of new construction or remodeled buildings and or land use changes for compliance with applicable local, county, state and federal codes and ordinances. Approves permit applications for construction/remodeling/land use changes when requirements are met.
5. Provides information and advice to property owners, contractors, developers, engineers, architects, and others regarding construction procedures, zoning ordinances, and appeals procedures.
6. Functions as the Township's Economic Development Coordinator liaison regarding new developments in commercial, recruitment and retainment.
7. Functions as the Township's Flood Plain Manager and assumes responsibility for enforcement of applicable regulations.
8. Monitors compliance with state-issued NPDES Phase II Storm Water Permits.
9. Develop and Administers departmental budget(s); assures expenditures are within the approved budget(s).
10. Develops and implements departmental policies and procedures (Township Ordinances) in accordance with applicable laws and ordinances; initiates corrective action as necessary.
11. Advises the Township Board, Planning Commission and Zoning Board of Appeals on various planning and zoning matters and legislation changes pertaining to zoning and planning.

12. Maintains current knowledge of court rulings and local/state mandates related to zoning requirements impacting the Township.
13. Prepares departmental records, documents, and reports as required and publishes monthly activity reports to the Board, Planning Commission and Zoning Board of Appeals.
14. Mediates disputes between residents regarding land use matters.
15. Interface with consultants as appropriate to carry out duties of the position.

OTHER DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. Bachelor's degree in urban planning or related areas. Preference given to additional education and certifications.
2. Minimum of ~~three~~ **five** years related planning, land use, and zoning administration experience and **one year minimum of** supervisory responsibilities.
3. Interpersonal skills necessary to work productively with all levels of Township staff, property owners, contractors, developers, engineers, architects, and others. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
4. Demonstrated supervisory skills to effectively manage the administration of assigned function(s).
5. Valid Michigan Driver's license
6. Physical ability to perform required fieldwork including accessing non-barrier free locations, walking on uneven terrain, climbing ladders, etc.
7. Mental ability to adapt and respond to multiple priorities and demands, work on tasks requiring accuracy and attention to detail, and handle pressures related to meeting deadlines and responding to problem situations in a positive manner.

WORKING CONDITIONS:

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.
2. Work involves travel to various locations throughout the Township with exposure to adverse weather, odors, dust, bodily injury, unrestrained animals, individuals who may be hostile, environmental hazards, and the like when inspecting properties and conducting enforcement activities.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have reviewed this job description and find it to be an accurate summary of the position.

Employee

Date

*Original APPROVE BY TOWNSHIP BOARD FEBRUARY
17, 2015*