

Woodstock Township Zoning/Ordinance Administrator Job Description

Under the direction and supervision of the Woodstock Township Board, the Zoning/Ordinance Administrator administers the Zoning and General Ordinances as written, without authority to deviate from the ordinances as written.

Essential Functions and Responsibilities

Administration

1. Must be thoroughly familiar with the Zoning/Ordinances, and appropriate forms.
2. Is responsible for the overall administration and enforcement of all ordinances.
3. Accepts and reviews zoning compliance permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the applications.
4. Issues zoning compliance permit when the 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, appeals, or any other administrative remedies necessary to obtain compliance.
5. Performs inspections to insure land use changes comply with the Zoning Ordinance. The use of check lists and instruction sheets is encouraged.
6. Identifies, inventories and monitors nonconforming uses.
7. Attends Township Board, Planning Commission and Zoning Board of Appeals meetings, as needed, to report on zoning and general ordinance issues and advise on issues related to administration. Evening meetings can be expected.
8. Conducts technical reviews and site inspections in addition to making staff reports to the Planning Commission and Zoning Board of Appeals on project proposals such as, but not limited to conditional/special use permit applications, zoning amendments, variances and appeals.
9. Ability to write with clarity to effectively communicate with applicants, related governmental agencies and other offices as necessary.
10. Reviews, inspects, and verifies zoning of all property split (land divisions, platted subdivision splits and combinations, and properties exempt from land division) applications that are forwarded from the assessor's office.

Enforcement

1. Investigates alleged violations of ordinances and advises landowners/applicants of necessary corrective measures. Conducts periodic inspections of properties to identify possible violations. Keeps an inventory of violations including dated photographs and/or other evidence.
2. Presents case facts and explains decisions of the Ordinance Administrator's office before the Zoning Board of Appeals.
3. Attends meetings of the Zoning Board of Appeals and follows the decisions given.
4. Develops recommendations regarding ordinance/zoning amendments and zoning permit fee structures and forms.
5. Proposes solutions to problems encountered in administering the township's ordinances.
6. Coordinates the enforcement of ordinances with the enforcement of other related land use statutes and codes by active cooperation with other agencies.
7. Testifies, as necessary, at public and judicial hearings.

Office Administration

1. Submits, at least monthly, transmittal of zoning permit fees collected, cash and checks to the treasurer.
2. Submits one copy of issued zoning compliance permits to the tax assessor in a timely manner.
3. Administers and follows procedures and policies established for the office.
4. Distributes zoning ordinances to Planning Commissioners, Zoning Board of Appeals, and to the public.
5. Keeps the zoning map, zoning ordinance text, general ordinances 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.
6. Prepares or works with the appropriate staff or offices to prepare, publish, post, send and/or deliver public notices for meetings and hearings.
7. Turns in a written report to the Township Board, which itemizes expenses and hours worked.
8. Turns in a written report which includes permits issued/denied, appeals, requests for amendments, requests for variances and other pertinent zoning/ordinance administration information.
9. Attends meetings of the township board, as necessary.

Public Relations, Assistance, Personal Development

1. Ability to work and communicate with elected and appointed officials, and the public, with appropriate etiquette and diplomacy.
2. Assists the general public, applicants, developers, and their representatives with zoning/ordinance inquiries, proposals, and applications. Directs the individual(s) to the proper agency/agencies for other needed permits.
3. Ability to address various service groups and work with the media concerning zoning/ordinance issues within the township.
4. Attends professional schools, seminars and/or conferences at least annually to stay up-to-date on laws, zoning trends, and other information pertinent to zoning/ordinance administration.
5. Be accessible to the public with established hours at the township offices.
6. Performs other duties as may be specified by Township Ordinances.
7. Accepts other responsibilities as may be directed by the Township Board, as applicable.

Employment Qualifications

1. An employee in this class, upon appointment, should have the following training and experience. Graduation from an accredited high school or GED equivalent with drafting and/or site plan and blueprint reading skills.
2. A deductive, logical system of thought common in reading and interpreting legal documents. An ability to read legal descriptions and similar pertinent documents to ordinance administration. Optionally, an associate or higher degree in planning, geography, economics or a related field.
3. Some basic computer skills and knowledge in use of word processing and data base software.
4. Prefer individual who has working knowledge of zoning law or past experience as a zoning administrator.

Experience

1. This is an entry level position in the field. Previous experience is helpful but not necessary.

Necessary Knowledge Skills and Abilities

1. Knowledge of construction and construction terms as appropriate to zoning reviews
2. Ability to pay close attention to details, with organizational skills necessary to prioritize and schedule work load appropriately. Be able to work independently with little supervision.
3. Must have current, valid Michigan vehicle operator's license and provide own transportation.

Physical Requirements/Working Conditions

1. Ability to sit and work with computers, review applications and site plans and meet with the public.
2. Walk over uneven terrain and climb stairs, hand grip to pull one's self over obstacles in order to conduct site inspections, specific studies, and evaluations.
3. Periodic bending, stooping, and kneeling to move items weighting up to 60 pounds 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.
4. Operating a vehicle to attend various meetings, site inspections, and other functions.
5. Working environment includes indoor/office hours and outdoor/inspection hours, with exposure to environmental allergens due to little flexibility for scheduling. Regular travel to locations throughout the Township.
6. Subject to irregular or extended working hours in order to meet schedules and respond to complaints as quickly as possible, subject to work related calls after hours.

Selection Guidelines

1. Formal application, rating of education and experience; oral interview, and reference check: job-related tests may be required.

Other Responsibilities

The duties listed are intended only as illustrations of the various types of work that may be preformed. 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 the employee and is subject to change by the Township Board as the needs of the Township and requirements of the job change.

Upon termination of contract/employment, the zoning/ordinance administrator will, within seven (7) days, return to Woodstock Township Board all material associated with the zoning/ordinance administrator position. Materials include; all records, unused forms, maps, filing cabinets, manuals, telephones, answering machines, cameras, and other materials purchased/belonging to the township.

The zoning/ordinance administrator is an employee of the township, appointed by the township board. He /She is responsible to the township board. The zoning/ordinance administrator is also subject to the rulings, policies and contracts of the township board, as they affect all the employees of the township.