



SAUGATUCK TOWNSHIP

WWW.SAUGATUCKTOWNSHIP.ORG

3461 BLUE STAR HIGHWAY
SAUGATUCK, MI 49453

PHONE (269) 857-7721
FAX (269) 857-4542

JOB POSTING

Zoning Administrator-Planner —**Saugatuck Township** (Allegan Co.) will be hiring a part-time zoning administrator with planning responsibilities. Starting pay will be \$25,000-\$40,000, depending on experience without benefits. A full job description is available online at www.saugatucktownship.org or by contacting the clerk's office at bwester@saugatucktownship.org or telephone number (269) 857-7721. Please submit a cover letter and resume to the attention of Saugatuck Township Clerk's Office, 3461 Blue Star Highway, Saugatuck, MI 49453. Professional cover letters and resumes will be accepted no later than 4:00 p.m., Friday, November 30th 2018.

JOB DESCRIPTION

Zoning Administrator-Planner

Title:

Zoning Administrator & Code Enforcement Officer

Statement of Responsibilities:

Under supervision of the manager the zoning administrator shall perform professional work in administration of all planning and zoning functions for Saugatuck Township pursuant to applicable Federal and State laws and the Township Code of Ordinances including Chapter 40 Zoning. Responsibilities shall include providing for all necessary information and recommendations for township constituents, office staff and board members concerning the application and/or approval process of planning and zoning permits and land uses in the township.

Administrator shall assist in activities of the Planning Commission and Zoning Board of Appeals to assure efficient and expedient review of applications and business items. Enforce all township Codes of Ordinances as Chief Code Enforcement Officer including Chapter 40 Zoning. Author code amendments and provide periodic reviews of the Township Code of Ordinances including Chapter 40 Zoning upon request of the township manager.

Specific Duties:

1. Explain and interpret all Saugatuck Township Code of Ordinances including Zoning Ordinance, Land Division Ordinance and Land Division Act, Groundwater Testing Ordinance, Residential Rental Ordinance, Dangerous Building Ordinance and others as amended.
2. Enforce requirements of Saugatuck Township Code of Ordinances first by administrative notice; then by civil infraction if necessary. If non-compliance continues enforcement may continue by attorney assisted District or Circuit Court complaint.
3. Review applications for the Planning Commission and Zoning Board of Appeals including site plan reviews of industrial, commercial and/or residential projects while coordinating with Deputy Zoning Administrator and/or Building Inspector as necessary to assure prompt examination of applications pursuant to the issuance of permits.
4. Attend all Planning Commission and Zoning Board of Appeals meetings and hearings without exception. Non attendance or lack of participation at all Planning Commission and Zoning Board of Appeals meetings and/or hearings is strictly prohibited without the explicit permission of the township manager or legal counsel.
5. Administer efficient and expedient operations of the Planning Commission and Zoning Board of Review and shall provide the following:
 - (a) Assistance, recommendations and opinions in writing as requested or determined necessary by the PC/ZBA, township board members and/or the township manager.
 - (b) Legal notice of all PC/ZBA meetings and hearings to be provided to the Township Clerk for publication in accordance with law.
 - (c) Meeting packets that include the complete assembly of information to be prepared in and disseminated in advanced of the meeting date by office staff to members of the public PC/ZBA.
 - (d) Meeting Agendas per review of the Chair that shall be included in the “meeting packet.”
6. Determine the total fee amounts due to the township for all planning and zoning applicants pursuant to the Saugatuck Township Consolidated Fee Schedule that shall be deposited in escrow with the township clerk prior to any and all planning and zoning expense activities of applicant escrow funds.
7. Report to the clerk and manager all uncollected escrow fees owed to the township and ensure that expense activities do not precede the full collection of balances owed by applicants during the tenure of the review of the township.

8. Coordinate with office staff while composing and mailing any planning and zoning materials.
9. Act as a resource for citizen inquires regarding zoning matters, procedural issues and ordinance interpretation.
10. Maintain all planning and zoning records including code enforcement files on township office systems in accordance with law and township digital record retention policy.
11. Provide status reports to the township manager, Planning Commission and ZBA regarding compliance for outstanding code violations.
12. Report all dangerous building code enforcement activities to the township manager and Building Code Hearing Officer.
13. Attend township board meetings, special meetings, workshops and/or classes upon request of the township manager.
14. Provide information and interpretation of zoning matters to the public, builders, architects and/or interested parties pertaining to planning and zoning in the township.
15. Interpret the Zoning Ordinance and make annual or recommendations to the township manager for Code amendments or changes if necessary.
16. Prepare, research and collect data for amendments to the Code of Ordinance including Chapter 40 Zoning.
17. Prepare data and staff reports for appeals, re-zoning and variance requests, special approval uses and/or other planning or zoning relating issue upon request of the PC/ZBA and/or township manager.
18. Consults code violators or alleged violators and/or aggrieved parties involved in ordinance violations to resolve problems and correct deficiencies.
19. Provide accurate, clear and concise answers to general questions regarding legal descriptions, flood plain data, zoning, census, land use, land divisions and general information in regards to planning and zoning.
20. Maintain day-to-day access to all planning and zoning files and applicant escrows balances in the township office.
21. Assist in the codification of new ordinances and/or amendments and participate in the development of long range strategic plans and comprehensive master plans with neighboring entities upon request of the township manager.
22. Perform other duties as prescribed by the township manager specific to planning and zoning activities pursuant to effective and efficient governance of the township.

Knowledge, Skills, and Abilities:

- Positive mental attitude. Affable personality.
- A minimum bachelor's degree in urban planning and development, public policy and/or public administration is required. AICP and/or Planning and Zoning certification is preferred. Considerable ability to perform mathematical calculations, to analyze data and to prepare reports.
- Knowledge and experience required with BSA.Net Administrative Systems specifically Building Management.Net, Tax.Net and Assessing.Net.
- Proficient skill in GIS (Geographic Information Systems) mapping systems such as AccuGlobe, ArcView, CAD (Computer Aided Drawing) or equivalent.
- Proficient knowledge and experience with Microsoft Windows PC operating systems and modern day office equipment and software such as Microsoft Outlook, Excel and PowerPoint or equivalent.
- Five or more years recent experience performing duties of a municipal zoning administrator and/or planner with specific responsibilities of code enforcement, communicating with constituents and authoring ordinances and ordinance amendments.
- Working knowledge of industrial, residential and commercial property development
- A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain such license throughout employment.
- Knowledge of local ordinances and code enforcement procedures. Eagerness to learn and continue to amend the Saugatuck Township Code of Ordinances including Chapter 40 Zoning as needed or determined necessary.
- Skill in addressing public inquiries and enforcement issues with professionalism, tact and diplomacy, including stressful situations requiring conflict resolution.
- Skill in the use of measuring devices and scales used on construction or property sites.
- Ability to communicate effectively and make presentations in public forums.
- Ability to attend meetings or visit properties outside of normal business hours upon reasonable request or notice.
- Ability to work constructively and interact professionally with employees, elected officials, leaders of organizations, the general public and professional contacts.