

East Bay Charter Township

#12



10/3/2008

To Township Board of Trustees;

Please look over this job description for a township planner, any changes you think we need please let me know.

The process I will be going thru is,

Board adopted Job Description and wage scale.

Post position in local paper, on our web site, @ Township Hall, trade publications

Set up interview committee consisting of Supervisor, Chairperson of Planning Commission, Planning commission member, @ large public.

Create list of questions for interview

Set up interviews and post interview schedules

After interviews committee will rate each candidate

Committee may call final candidates back for second interview

When committee has made a choice it will be brought back to the board for final approval

Thank You,

Glen

EAST BAY CHARTER TOWNSHIP
Job Description (October 2008)

TITLE: Planner/Zoning Administrator

1. General Summary.

- a. Directs the activities of the Planning & Zoning Department and provides staff support to the Township Planning Commission (PC) and the Zoning Board of Appeals (ZBA).
- b. Experienced in planning techniques and processes, prepares professional studies and reports for use in planning future Township development, alleviating current problems, and assuring appropriate ordinance control. Plans are concerned with areas such as orderly population growth, transportation, industrial, economic, and physical development within the Township (Comprehensive Development Plan). Supports documentation with clear and concise illustration of findings for professional presentation to interested and involved parties.
- c. Works primarily under the supervision of the Township Supervisor and the Township Planning Commission, and also acts as advisor to the Zoning Board of Appeals. Functions within broad central policy guidelines. Exercises broad discretion and judgment regarding day-to-day operating decisions.
- d. Supervises the Deputy Zoning Administrator, Planning Office Specialist, Administrative Assistants and the Zoning Inspector.

2. Duties and Responsibilities.

- a. Major Duties and Responsibilities Include:
 1. Plans, organizes, and directs the activities of the Planning & Zoning Department.
 2. Is responsible for implementing and revising the Township Comprehensive Plan; makes recommendations & revisions to keep with current trends.
 3. Administers the Township Zoning and Subdivision Control Ordinances.
 4. Plans and establishes work priorities and objectives with the Township

Planning Commission.

5. Prepares and monitors budgets for assigned areas of responsibility. When requested, provides the Township Planning Commission with short, mid, and long-range planning requirements and priorities.
6. Administers approved budgets. Reviews monthly financial statements and proposed expenditures, to assure operation within the budgetary constraints.
7. Provides counsel to the Township on the need for new or revised ordinances and codes for the department.
8. Schedules public hearings as required by ordinance and law related to petitions for rezoning, special land uses, site plan reviews, Planned Unit Developments, and Appeals. Drafts Advertisements, notification of property owners, utilities, and public agencies.
9. Analyzes petitions, collects data, prepares and presents staff reports and recommendations at hearings. Prepares notice of decisions as issued.
10. Conducts environmental reviews and examines environmental impact statements, preparing comments for reviewing agencies. Ascertains other possible impact through studies/projects (i.e., economic, social, and physical) and makes recommendations.
11. Represents the Township in discussions with the public, regulatory agencies, committees, and the Township Board on matters dealing with his/her areas of responsibility.
12. Creates and maintains a computerized land information data base, including mapping. Responds to citizen inquiries and will participate in planning committee determination.
13. Regularly uses a computer data system, audiovisual aides, drafting equipment, air photos, reproductions machine, camera, and office equipment.
14. Performs the normal duties of Planner/Project Manager on special projects.
15. Represents the Planning Department and the Township in presentation of reports/studies to various boards and public agencies.

16. Provides staff support to the Planning Commission and The Zoning Board of Appeals.
17. Provides leadership for development and maintenance of the Township's geographic information system (GIS).
18. Review and coordinate zoning matters with adjacent townships and counties, including notifying neighborhood townships of zoning changes
19. Attend professional meetings and conduct any other activities which will keep the township current with zoning/planning developments in the areas of TC TALUS, Solid Waste, Wastewater Treatment, and Grand Traverse County Planning.
20. Provides ideas and works with a grants coordinator to receive outside funding for township projects.
21. Prepare monthly planning reports for the Planning Commission and Township Board.
22. Responsible for review and presentation of Planning Commission minutes for regular monthly, specially scheduled, and study session meetings for approval at the next regular meeting. Publication dates are to be observed.
25. Performs other duties as assigned by the Supervisor.

3. Employment Qualifications:

- a. Education: AICP Certification is required. A Bachelor's Degree in municipal planning or related field preferred, but extensive planning, zoning and code enforcement experience may be acceptable.
- b. Three to five years experience in township planning and zoning work related field, with working knowledge of planning and zoning laws, ordinances, and procedures. A valid Michigan driver's license is required.
- c. Computer skills necessary for preparation of documents including generating letters, agenda items, table, charts, budgets, etc. Computer knowledge should include, but is not limited to Microsoft Office, Excel, and GIS.
- d. Knowledge of accounting practices and procedures.

- e. Verbal and written skills necessary to communicate effectively.
- f. Interpersonal skills necessary to communicate with personnel in the exchange of information. Ability to communicate effectively with the general public in situations requiring tact and patience.
- g. Leadership skills necessary to coordinate provide leadership and review the work of assigned clerical personnel.
- h. Mental ability to handle pressures related to meeting deadlines, the simultaneous handling of multiple projects and working on tasks requiring concentration and attention to detail
- i. Physical ability to occasionally sit at a computer terminal for extended periods of time; work at a counter when assisting the general public, and lift boxes of file up to 30 pounds.

4. Working Conditions:

- a. Normal office environment with little, if any, discomfort due to heat, dust, noises and the like.
- b. Extended work day (beyond 8 hours/day) will be required occasionally.

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.