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<b><u>Position Title:</u></b>	<b>Building Director/Zoning Officer</b>
<b><u>Closing Date:</u></b>	<b>Open until filled</b>
<b><u>Department:</u></b>	Building and Safety
<b><u>Supervised by:</u></b>	Mayor and City Council
<b><u>Position Type:</u></b>	Full Time or Part Time – Appointed Administrative Officer
<b><u>Compensation:</u></b>	DOQ

**BUILDING DIRECTOR/ZONING OFFICER - DESCRIPTION OF DUTIES:**

This is multi-disciplinary supervisory and administrative position involving the overall planning, coordination and leadership of the Building Department. Functional areas of responsibility include Building & Inspection Services, Property Maintenance Code, Plan Review, Master Plan Review, Zoning/Ordinance Compliance; includes issuing violations and appearing in court, and Facility Management of all Municipal Buildings including renovations.

Working under the general direction of the Mayor and City Council, this employee is responsible for the efficient and effective operation of the Building Department, including the direct supervision of the Department's employees.

**EXAMPLES OF WORK:**

- Ensures that policies, procedures and practices are properly utilized within the department.
- Prepares and presents the annual departmental budget request to the Mayor; ensures that all departmental funds, physical assets and other property are properly constructed, operated and maintained. This includes procuring RFP's, processing invoices and purchase orders.
- Meets with City Officials, citizens, businesses and representatives of various civic groups, review and investigate concerns, explain departmental programs and develop positive public relations.
- Attends and participates in meetings of City Council, Building Board of Appeals, Planning Commission and Zoning Board of Appeals. Review & create a considerable volume of technically complex materials in support of these meetings.
- Provide oversight of permit activity including permit review, plan review, permit issuance and inspection in accordance with laws, ordinances or other regulatory requirements.
- Performs other duties as assigned.

**ESSENTIAL JOB FUNCTIONS - KNOWLEDGE, SKILLS AND ABILITIES:**

- Licensed Building Inspector and Plan Reviewer with State of Michigan. Ability to become a registered Building Official with State of Michigan within 6 months of employment.
- Working knowledge of BS&A software preferred.
- Experience of a progressively responsible and varied nature in, Building & Inspection, Planning Operations, or other related field of municipal government, including considerable supervisory and administrative experience.
- Knowledge of the principles and practices of municipal services administration, budgeting, and capital improvement program management.
- Ability to analyze complex municipal administrative and organizational problems and to present facts and recommendations effectively in oral and written form.
- Ability to plan, direct and lead the work of subordinate employees.
- Experience in the development and ongoing maintenance of an organizational strategic plan.
- Ability to establish and maintain effective working relationships with City Officials and other employees.
- Must possess a current, valid Michigan Driver's License.
- Ability to deal with the public in a tactful and courteous manner.

**TO APPLY:**

Submit Application and resume by email to [clerk@flatrockmi.org](mailto:clerk@flatrockmi.org) or:

Hand Deliver/mail to: ***City of Flat Rock  
Shane Anne Harrison, City Clerk  
25500 Gibraltar Road  
Flat Rock, Michigan 48134***

- 1) Completed City of Flat Rock Employment Application available at [www.flatrockmi.org](http://www.flatrockmi.org) or Contact Clerk's Office at 734.782.2455 Extension 6).

**Equal Opportunity Employer**