

Planning and Zoning Assistant

Park Township



STATUS: Part-Time or Full-time (32-40 hours/week)

SALARY RANGE: \$23 - \$24.50 starting wage

OPENING DATE: Immediate

CLOSING DATE: Until Filled

Park Township, Ottawa County is seeking to hire a part-time or full-time Planning and Zoning Assistant to work under the direction of Community Development Director.

This position assists the Community Development Director by responding to inquiries in regards to zoning regulations, maintaining and updating files, forms, and office systems, assisting with zoning reviews using a prepared checklist, and preparation of annual calendars and other documents. Other duties include administrative support for Zoning Board of Appeals and Planning Commission in preparation and follow-up of meeting tasks.

Duties may include:

Customer Service, Office Assistance, and Application Review:

- Assist in responding to inquiries from the public, builders, realtors, and others with regard to zoning regulations, both at the counter and via phone and email
- Ongoing maintenance and updates of files, forms, and office systems
- Assist in zoning application review according to prepared checklists
- Assist in preparation of annual calendars
- Updates to website

Administrative support for Zoning Board of Appeals activity:

- Scanning application materials and attaching to address in BS&A
- Providing support in the preparation, submittal, and record-keeping of public notices
- Posting agenda, agenda packet, minutes, and meeting video online
- Scanning and sending completed decision sheets to applicants
- Entering decisions, decision sheets, and minutes into BS&A
- Attend evening Zoning Board of Appeals meetings to support or take minutes as needed
- Other activities as needed to support the Zoning Board of Appeals

Administrative support for Planning Commission activity:

- Posting agenda, agenda packet, minutes, and meeting video online
- Keeping records of attendance and decisions of the Planning Commission
- Attend evening Planning Commission meetings to support or take minutes as needed

Other duties include assisting as needed within the Community Development Department, project work to meet goals established by the Planning Commission, assisting in various reviews and planning functions, and other duties as required.

Qualifications

- Minimum high school diploma. Additional education, training, or experience in land use or zoning administration helpful but not required.
- Valid Michigan Vehicle Operator's License.
- Previous administrative support or customer service experience preferred.
- Excellent verbal and written communication skills, including the ability to communicate effectively in-person, on the phone, or via e-mail with a variety of people such as the general public, builders, and elected and appointed officials. Ability to engage patiently and productively in contentious situations. Spanish-English bilingual ability helpful but not mandatory.
- Good organizational and time-management skills including the ability to independently keep track of a varied workload, prioritize, appropriately schedule work required tasks, and meet deadlines.
- Strong computer skills and ability to use Word, Excel, and Adobe; knowledge of BS&A and ArcGIS beneficial but not required.
- Experience reading maps, surveys, site plans, and construction documents or ability to learn.
- Ability and willingness to problem-solve, work independently, and pursue continuing education and additional training as warranted.

Physical demands and work environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

The employee works primarily in a typical business office setting and may also do occasional work in the field. In the business office setting, the employee is required to sit; talk and hear in person and on the phone; and view and create documents in hard copy and on the computer. The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of light to moderate weight. The noise level in the business office work environment is usually quiet.

The employee is may also be required to perform site inspections in all types of weather during all seasons of the year. These may involve extensive walking over areas with uneven terrain, climbing to view property, and exposure to inclement weather. In the course of field activities, the employee is frequently exposed outside weather conditions. The noise level in field settings may become moderate potentially loud.

To apply, submit resume, cover letter, and [application](#) to sdotson@parktownship.org.