

## JOB DESCRIPTION, ST JAMES TOWNSHIP, BEAVER ISLAND, MICHIGAN

**DRAFT**

**Title:** Township Zoning Administrator **Status:** Part Time  
**Department:** General Township Operations  
**Reports To:** Township Supervisor  
**Date:** November 2020

### **Position Purpose and Objectives**

The position will perform all duties of a Zoning Administrator within St. James Township and will discharge all duties and responsibilities requested by the Township Board and Supervisor.

### **Scope and Environment**

Scheduled in office hours 4 hours per week, year around. Additional time will be spent attending Planning Commission, Zoning Board of Appeals meetings, and others as required. Annual salary as per the Township Schedule of Wages.

### **Essential Job Functions**

- Issues Zoning Permits
- Enforce the provisions of the township zoning ordinance
- Review and investigate permit applications to determine compliance with the provisions of the zoning ordinance.
- Maintain a working knowledge of all applicable township zoning ordinances
- Assist citizens and private or public agencies in determining what zoning forms and procedures apply to proposed zoning requests and land use changes
- Attend meeting of the Planning Commission and Zoning Board of Appeals as staff representative
- Review all site plans prior to the Planning Commission and Zoning Board of Appeals and prepare staff reports
- Maintain the official zoning maps, keep all text and office records up to date, by recording all amendments and retaining all official documents in a systematic filing procedure.
- Attend seminars, workshops, and other continuing education classes, as appropriate and/or requested by the supervisor, with Township Board approval prior to attendance

### **Knowledge, Skills and Abilities Required**

- Analytical
- Planning
- Computer Skills
- Communication
- Self-Motivated

### **Minimum Qualifications**

- High school graduate or equivalent.
- At least one (1) year of work experience with zoning, planning or analytical functions