

JOB DESCRIPTION, ST JAMES TOWNSHIP, BEAVER ISLAND, MICHIGAN

Title: Planning Assistant **Status:** Part Time
Department: General Township Operations
Reports To: Township Supervisor
Date: **Adopted** November 2020

Position Purpose and Objectives

Would help the Township tie into the Beaver Island Master Plan with our planning commission, township boards and committees in order to prioritize projects; determine scope of work and funding requirements; and be the project coordinator in getting funding which may include liaison with grant writers

Scope and Environment

In office up to 8 hours per week, year around. Additional time will be spent attending planning commission, township board and other committee meetings. There will be stipend pay for attending these meetings. Hourly pay as per the Township Schedule of Wages.

Essential Job Functions

- Work with Planning Commission to review Beaver Island Master Plan to:
 - Develop a 5-year Strategic Plan
 - Develop Prioritized Operational Plan
- Assist Township with Capital Improvement Plan and budget requirements
- Work with Township project teams to lay out project funding and grant requirements as needed
- Follow-thru with project teams until project completion
- Assist Zoning Administrator in developing a Zoning Ordinance Update Plan
- Utilize Township website as public education and communication tool
- Attend monthly Township Board meetings
- Attend Planning Commission meetings as needed
- Attend other Township boards and committees as needed
- Work with Peaine Township officials and board members as needed

Knowledge, Skills and Abilities Required

- Analytical
- Planning
- Computer Skills
- Works well with people in a group setting
- Self-Motivated

Minimum Qualifications

- High school graduate or equivalent, some college preferred
- At least one (1) year of work experience with budget, planning or analytical functions