

# ST. IGNACE TOWNSHIP, MACKINAC COUNTY, MI

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## NOTICE OF ZONING ADMINISTRATOR OPENING

The St. Ignace Township Board of Trustees are currently seeking to fill the position of Zoning Administrator for St. Ignace Township. This is a part-time position and is paid on a monthly basis.

This position is the primary point of contact for residents and businesses seeking zoning and planning-related information. Responsibilities include the processing and review of various zoning and development applications; Investigating and enforcing alleged violations of local zoning ordinances; maintaining records and attending board meetings and mandatory training, which will be paid for by the township. Construction and computer experience, including Word is preferred.

The full job description can be found at [stignacetownship.org](http://stignacetownship.org).

**Interested candidates are encouraged to apply by September 6, 2023**, but the position will remain open until filled. To apply, please email a resume and cover letter to St. Ignace Township

Clerk, Sheri Oja, at [st.ignacetwpclerk@hotmail.com](mailto:st.ignacetwpclerk@hotmail.com) or mail to St. Ignace Township, P.O. Box 233, St. Ignace, Michigan 49781.



*St. Ignace Township is an equal opportunity employer.*