

Position Description

Zoning Administrator

St. Ignace Township, Mackinac County, Michigan

General Position Summary:

Under the direction of the St. Ignace Township Board, the Zoning Administrator administers and enforces the St. Ignace Township Zoning Ordinance as written and does not have the authority to deviate from the ordinance.

The Zoning Administrator is an employee of St. Ignace Township, appointed by and responsible to the St. Ignace Township Board, and bound by the same employee policies as all other employees.

Zoning Administrator and Enforcement Officer Essential Functions and Responsibilities.

A. Zoning Administration

1. Maintain a thorough familiarity with:
 - a. Michigan statutes pertaining to township zoning, planning, and land division
 - b. St. Ignace Township Zoning Ordinance, St. Ignace Township Land Use Plan
 - c. Other related planning and zoning issues
2. Responsible for the overall administration and enforcement of the zoning ordinance
 - a. Maintain accurate records
 - i. Updated zoning map and office records and coordinates with Township Clerk to ensure all official documents are retained in the proper manner
 - ii. Permits, variances, enforcement actions, complaints and correspondence
 - iii. Planning Commission
 - iv. Monthly reports to St. Ignace Township Board
 - v. Communicate with Michigan Township Association (MTA) and or the Township Attorney (only after board approval) concerning zoning and/or other land use issues
 - vi. Other zoning related issues
 - b. Review/Process applications to ensure compliance with St. Ignace Township Zoning Ordinances
 - i. Zoning permits, variance requests, site plans, land divisions, zoning amendment requests
 - ii. Conducts site inspections to ensure compliance
 - iii. Zoning Board of Appeals requests

- iv. Zoning Amendment requests
- v. Respond to permit requests in a timely manner
- c. Attend Zoning Board of Appeals meetings
- d. Respond to permit requests in a timely manner

3. Zoning Enforcement.

- a. Investigates alleged violations and advises landowners/applicants of necessary corrective measures, maintain accurate records
- b. Reports case facts and decisions to the St. Ignace Township Board
- c. Develops recommendations regarding zoning ordinance amendments, zoning permit fees, and zoning forms. Propose solutions to any problems encountered in admin duties.
- d. Coordinates enforcement of the Township zoning ordinance with other agencies; testifies at public and judicial hearings if necessary

B. Office Administration

1. Collect fees consistent with the Fee Schedule established by the Township Board, maintain detailed records of fees collected and remit said fees to the Township Treasurer on a regular and timely basis
2. Submits copies of zoning permits to the tax assessor and clerk in a timely manner.
3. Maintains and follows procedures established for the office.
4. Distributes zoning ordinances as needed
5. Attend monthly meetings of the Township Board and possibly other board meetings when necessary.
6. Prepares and works with appropriate staff to prepare, publish, post, send and deliver public notices for meetings and hearings.
7. Submit a bi-weekly itemized statement of all reimbursable expenses and hours worked.
8. The Township is responsible for office incidentals to include but not limited to: fax, internet access, cell phone, computer, office supplies, etc.

Knowledge, Skills and Abilities

1. This is an entry level position in the field. Previous experience is helpful but not necessary
2. Must possess good organizational skills
 - a. To prioritize and schedule work load appropriately
 - b. To be able to work independently with little supervision
 - c. To meet deadlines
 - d. To keep accurate records
3. Telephone etiquette and skills

4. Basic computer skills and knowledge of Excel and word processing
5. Ability to read and understand blue prints, site plans, and legal documents
6. Valid driver's license without restrictions.
7. Ability to do all types of onsite inspections
8. Must obtain a Master Citizen Planner Certification from MSU Extension within 6 months of hire date (training costs will be reimbursed by the Township upon successful completion of certification, time spent in class will be considered paid time)
9. Must obtain PZC Zoning Administrator Certificate from MSU Extension within 1 year of hire date (training costs will be reimbursed by the Township upon successful completion of certification, time spent in class will be considered paid time)