

Township of Solon Job Description
PLANNING/ZONING ADMINISTRATOR

Supervised By: Township Board & Township Supervisor

Hours: Approximately 16 hours per week but may vary.

Job Summary:

The Planning/Zoning Administrator is responsible for the short-term and long-term administration of community planning of the Township. This position is responsible for identifying local, statewide, and regional planning initiatives, trends, and issues; anticipating their potential impact on the community, providing input to the municipality, and developing policies, action plans or ordinances in response to a variety of land use and planning related issues facing the Township. The Planning/Zoning Administrator oversees the administration and the appropriate enforcement of land use and zoning regulations.

Essential Duties and Responsibilities:

The duties described below are indicative of what the Planning/Zoning Administrator may be asked to perform. Other duties may be assigned.

I. Planning/Zoning Administrator:

- Attends all Township Planning Commission and Zoning Board of Appeals meetings and other meetings as required for the purpose of gathering and dispensing information, presenting the Township's position or determining the Township's involvement in planning and zoning;
- Provides staff support for Planning Commission and Zoning Board of Appeals Meetings. Provides constant communication with the Administrative Assistant.
- Utilizes databases of social, economic and physical characteristics of the Township in order to provide comparative analysis with similar municipalities;
- Develops and prepares reports on various topics and issues that lead to policy decisions and/or ordinance amendments in conjunction with the township lawyer for overall community improvement.
- Provides monthly reports to the Planning Commission, Zoning Board of Appeals and the Township Supervisor on topics, issues and projects, highlighting areas of progress and/or suggestions for proactive studies and measures that will address foreseeable needs;
- Prepares, with input from the Planning Commission, a work plan of areas to be addressed in the coming year;

- Responsible for administering plan reviews of all land developments and subdivisions. Present plans to the Planning Commission and develops recommendations for approval or denial of the same;
- Assists in preparation and updates of the Township's Recreation Master Plan while considering current and long-range recreational needs;
- Works with property owners and the development community to assist in the preparation of land development plans that advance community goals and align with the Township's Master Plan, Zoning Code of Ordinances and applicable regulations;
- Serves on Planning Commission sub-committees as appointed;
- Participates in and coordinates zoning and planning activities. Assists the public with related questions, understanding of the application process and the conditions that need to be met for applications;
- Receives applications, fees and site plans and works closely with applicants throughout the planning and zoning processes and acts as liaison with other departments and related committees, boards and commissions. Maintains related records and files;
- Processes, approves, and signs zoning applications after review.
- Works closely with the Township's contracted professionals including the Attorney, and Engineer regarding ordinances, planning, and engineering matters;
- Reviews and suggest amendments to zoning language;
- Receives complaints regarding ordinance violations, prepares notices of violations and follows up with the Ordinance Enforcement Officer and Attorney as necessary;
- Attends court hearing related to zoning code violations as required;
- Works closely with the Code Enforcement Officer, Building Inspector, and Administrative Assistant.

II. Building Department:

- Maintains clear communication in regards to zoning applications, inspection services relays related permit information.

III. Land Division & Boundary Adjustments:

- Accepts, reviews and approves Boundary Line Adjustments in collaboration with the Township Assessor.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

Bachelor's Degree in planning or a related field and a minimum of three years of experience in local planning or related field in Michigan; and

Demonstrable working knowledge in applying the provisions of the Michigan Municipalities Planning Code; and

American Institute of certified Planners certification or ability to obtain within one year of accepting employment in the position.

SKILLS AND ABILITIES:

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Ability to maintain confidentiality during employment and continued confidentiality after termination of employment.

Ability to cooperate with elected officials, staff and the public. Ability to understand, interpret and apply law/legal principles related to planning. Computer literacy, including use of geographic information systems.

Ability to receive, interpret and communicate information accurately in written and oral form.

Language Skills:

Ability to communicate effectively with elected officials, staff, the media and the public.

Ability to comprehend and prepare reports and to participate effectively in all types of meetings.

Mathematical Skills:

Ability to calculate basic mathematical calculations (add, subtract, multiply, and divide) and gather, analyze statistical information, calculate percentages, estimates and projects.

Reasoning Ability:

Be able to anticipate challenges, take appropriate action to avoid them, think quickly, maintain self control and adapt to stressful situations. Use good judgement and effectively solve problems. Plan work and establish priorities and distribute/assign work, add, or remove duties based on the needs of the Township.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those and employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Environment:

The duties of this job include physical activities such as standing, reaching, walking, and lifting (up to 10 pounds), fingering, grasping, talking, hearing/listening, seeing/observing and repetitive motions.

Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

The successful candidate must possess all of the following:

- Work under pressures such as frequent 'rush' jobs, urgent deadlines, etc.
- Answer questions honestly and accurately
- Manage staff relationships including conflict and dispute resolutions

Act professionally and with courtesy in all environments and interactions.