



**Position Title:** Planner

**Location:** Charter Township of Long Lake

**Schedule:** Full-Time 34 hours per week | Tuesday – Friday 8-5

**Salary:** Commensurate with experience

**Application:** [www.longlaketownship.com](http://www.longlaketownship.com) | email: [supervisor@longlaketownship.com](mailto:supervisor@longlaketownship.com) | call: (231)946-2249

**Deadline:** Open until filled

**Interviews:** Scheduled upon mutual availability

### BROAD STATEMENT OF RESPONSIBILITIES.

Responsible for oversight of the township Planning Department. Oversees all planning documents. Responsible for the preparation of all Planning Commission cases. Oversees the coordination of Planning efforts with the people of Charter Township of Long Lake, adjoining communities, Grand Traverse County, Regional and State agencies.

To provide general assistance and counsel to the Zoning Administrator on his/her activities, including land use permits, Zoning Board of Appeals cases, violations, and other related duties, when needed.

### SPECIFIC DUTIES AND RESPONSIBILITIES:

- Suggest and implement zoning amendments including research, preparation, and presentation to the Planning Commission, attend meetings, processing amendments for adoption by the Township Board and publications.
- Review development proposals, including site plans, conditional land use permits, as required.
- Serve as an advisor to the Planning Commission, to advise them on matters related to land use planning, ordinance development and revisions.
- When necessary, serve as an advisor to the Zoning Board of Appeals in coordination with the Zoning Administrator.
- In coordination with the Township Supervisor and the Treasurer, conduct recreation planning and keep the 5 Year Recreation Plan up to date.
- Maintain and update the zoning ordinance and zoning map.
- Review and present matters and materials, as requested to the Planning Commission for their routine as well as special consideration.
- Use innovative methods to understand the land use visions of the community and respond to those visions through the Master Plan and zoning. Prepare reviews of the Master Plan every 5 years as required. Work with the Planning Commission to update the Master Plan as needed.
- Attends Planning Commission meetings. Responsible for agendas, required legal notices and the oral and written presentation of cases for decision.
- Oversight of septic inspection program.
- Review and coordinate zoning matters with adjacent townships and counties, including notifying neighboring townships of zoning changes.
- Attend professional meetings and conduct any other activities which will keep the township current with zoning/planning developments in the area.
- Perform grant coordination and management including reporting to granting agencies, outreach to the public, financial reporting, preparing grant applications at the direction of the Township Supervisor.
- Responsible for all G.I.S projects as directed by Supervisor.
- Prepare monthly planning report for Planning Commission and Township Board. Prepares annual report for adoption by the Planning Commission and submittal to the Township Board.
- Responsible for review and presentation of Planning Commission minutes for regular monthly, specially scheduled, and study session meetings for approval at the next regular meeting.

- Responsible for preparation of all notices, agendas, and packets for Planning Commission meetings.
- Other Planning activities as directed by the Supervisor.

○ **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Communication, interpersonal and quantitative skills normally acquired through the completion of a Bachelor's or Master's degree, with at least five years in active planning experience. AICP certification preferred.
- Broad knowledge of Township and State Government organizational operations and policy, and a high level of experience, discretion, integrity and technical skills.
- Prepares and provides recommendations to the Planning Commission regarding actions necessary for effecting plans with respect to both public and private endeavors through such control techniques as zoning control, comprehensive land use plan, etc.
- Establishes and oversees the maintenance of effective Planning department filing system in manual or computerized modes.
- Oversees the implementation and maintenance of the Planning Department's Geographic Information System.
- Performs other tasks as required by the Township Planning Commission and the Township Supervisor/Employer.
- Valid driver's license to meet travel requirements throughout the Township, walking around construction sites during all seasons and occasionally lifting average 20 pound boxes to waist high level. Manual dexterity to negotiate around construction.
- Ability to meet deadlines, to concentrate and pay close attention to details. Also, ability to organize, prioritize and work independently as well as schedule and produce work on a timely basis.
- Ability to effectively utilize computer equipment and applicable software, manual dexterity to use said equipment.

The above is intended to describe the general content of and requirements for the performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

**For a full job description and listing, please visit [longlaketownship.com](http://longlaketownship.com)**

Please send completed applications to supervisor [@longlaketownship.com](mailto:@longlaketownship.com) with the subject line Planner or return to the application to 8870 N. Long Lake Rd.

***An Equal Opportunity Employer***

*All persons should have equal employment opportunities with Charter Township of Long Lake regardless of race, color, religion, sex, marital status, or national origin.*