

Job Description:

Planning and Zoning Assistant

Shall assist with the administration and support of activities in the community development department.

Works under the general supervision of the Community Development Director and Township Manager.

Areas of responsibility include:

Customer Service and Office Assistance

- Assist in responding to inquiries from the public, builders, realtors, and others with regard to zoning regulations, both at the counter and via phone and email.
- Ongoing maintenance and updates of files, forms, and office systems.
- Assist in zoning review according to prepared checklists
- Assist in preparation of annual calendars
- Update website as needed
- Other activities as needed

Zoning Board of Appeals

- Administrative support for Zoning Board of Appeals activity, including:
 - Scanning application materials and attach to address in BS&A
 - Posting agenda, agenda packet, minutes, and meeting video online
 - Scanning and send completed decision sheets to applicants
 - Entering decisions, decision sheets, and minutes into BS&A
 - Attend occasional evening Zoning Board of Appeals meetings as needed
 - Keep records of attendance and decisions

Planning Commission

- Administrative support for Planning Commission activity, including:
 - Posting agenda, agenda packet, minutes, and meeting video online
 - Keep records of attendance and decisions