

TOWNSHIP OF GROSSE ILE  
Job Description

**TITLE:** **Zoning Administrator/Ordinance Enforcement Assistant**

**REPORTS TO:** Community Development Director

**OVERSIGHT and COORDINATION:** Community Development Director, Township Manager, Contracted Zoning Professional, Building Inspector

**SUPERVISES:** None

**NATURE OF WORK:** Performs in an administrative capacity within the Department of Community Development and works with it's staff including the Zoning Board of Appeals and the Planning Commission. Coordinates Zoning Board of Appeals and Planning Commission activities. Reviews site plan submittals, zoning permit requests, conducts site visits and meets with individuals regarding zoning questions. Works with Township's zoning consultant as necessary to review and comment on submittals. Provides general assistance in the area of building and zoning activities including backing up and assisting the Permit Coordinator with their duties as necessary.

**RESPONSIBILITIES AND DUTIES:**

1. Functions as the Zoning Administrator under the Zoning Ordinance
2. Provides citizens and public officials with information relative to the Township's Zoning chapters and related matters.
3. Assists the public with questions regarding zoning and compliance issues.
4. Provide applicants with appropriate forms and procedures related to site plan review, rezoning, and other zoning matters.
5. Reviews all applications for sketch plan, site plan review and special land use review and take any action required under the guidelines in Article 21, Site Plan Review, and Article 22, Special Land Use Review.
6. Acts as a member of the Site Plan Review Committee in reviewing sketch plans and matters referred to it by the Planning Commission, following the procedures and standards of Article 21, Site Plan Review.
7. Forwards to the Planning Commission all applications for site plan review, special land use review, petitions for amendments to the Zoning Chapters and other applications which must be reviewed by the Planning Commission.

8. Forwards to the Zoning Board of Appeals all materials related to applications for appeals, variances, of other matters on which the Zoning Board of Appeals is required to act.
9. Forwards to the Township Board all recommendations of the Planning Commission concerning matters on which the Township Board is required to take final action.
10. Periodically reports to the Planning Commission on the status of the Township's zoning and planning administration.
11. Maintains up-to-date Zoning Map, Zoning Ordinance text, and office records by recording all amendments and filing all official minutes and documents in an orderly fashion.
12. Attends Planning Commission and Zoning Board of Appeals meetings and prepares the meeting minutes. Prepares agendas, notices, and meeting packets.
13. Enforces compliance with cases set forth by the Zoning Board of Appeals.
14. Reviews and investigates permit applications to determine compliance with the provisions of the Zoning chapters.
15. Performs inspections of buildings, structures, and premises to ensure proposed land use changes or improvements are and will remain in compliance.
16. Assists with the maintenance of all records involved with the building process.
17. Investigates alleged violations and enforce appropriate corrective measures when required, including issuance of violation notices, issuance of orders to stop work, and revoking of permits.
18. Coordinates reviews of projects with Township consultants including:
  - a. Coordinates and works with the Township Planning consultant and Engineer on project submittals.
  - b. Works as liaison between various parties.
19. Supports Township legal counsel when necessary, in court cases pertaining to zoning and permitting issues.
20. Serves as the backup to the Permit Coordinator and must be familiar with:
  - a. Inspection scheduling
  - b. Issuance of electrical, mechanical, building, and zoning permits
  - c. The processing and issuance of bonds and permit fee calculations.
  - d. Acceptance and review of permit applications for completeness.

## **EXAMPLES OF ESSENTIAL WORK RESPONSIBILITIES (ORDINANCE ASSISTANT):**

1. Works with the Ordinance Officer to research and document violations of Township Ordinances.
2. Works with the Ordinance Officer to maintain investigative records and prepares reports
3. Works with the Ordinance Officer to receive resident complaints and schedules and coordinates field inspections for the Ordinance Officer
4. Works with the Ordinance Officer to maintain investigative records and prepares reports
5. Assists the Ordinance officer with compliance correspondence.

6. Develops enforcement priorities with the Department's management and coordinates enforcement inspections and follow up compliance reviews with the Ordinance Officer.
7. Works with the Ordinance Officer to coordinate and prepare court case materials on enforcement related items
8. Works with the Ordinance Officer to coordinate witnesses, evidence with legal representation
9. Works with management staff regarding suggested modifications to Township ordinances

## **KNOWLEDGE, SKILLS, ABILITIES, AND MINIMUM QUALIFICATIONS:**

A thorough demonstration of skills to read, write and communicate to express job-related directions and/or job requirements clearly and sufficiently.

A thorough demonstration of skills for math and problem-solving skills.

A thorough demonstration of skill and proficiency of computer software programs, machinery, copier, fax, typewriter, etc., which are normally used in an office setting and in conjunction with the water billing operations.

Ability and dexterity with use of all extremities or a demonstration of necessary operational skills within acceptable operational and safety standards and requirements.

Ability to have visual and perceptual clarity in color, distance, height and depth perception.

Ability to physically bend, crawl, stoop, climb and reach.

Ability to adapt to changes in technology and/or equipment operation procedures.

Minimum high school degree or GED equivalency.

Minimum (1) year of Customer Service in a public setting

Minimum 1-3 years familiarity with Zoning Regulations

Willingness to pursue further education and training in the field of planning, zoning, and land use.

Or any equivalent combination of education and experience, which includes possession of the required knowledge, skills and abilities.

## **TOOLS AND EQUIPMENT USED**

Computer, calculator, typewriter, fax machine, postage machine, printers, copiers and mailing machines.

## **PHYSICAL DEMANDS**

<b>Accommodations:</b>	Adjustment of lens of eye to bring an object into sharp focus. This factor is important when doing near point work at varying distances from eyes. <b>Frequently.</b>
<b>Balancing:</b>	Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces. Described in terms of type of condition of surface and activities during which balance must be maintained. <b>Frequently.</b>
<b>Climbing:</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs, or hands and arms. Body agility is emphasized. Described in terms of height, steepness, duration, and type of structure climbed. <b>Occasionally.</b>
<b>Color Vision:</b>	Ability to identify and distinguish colors. <b>Occasionally.</b>
<b>Crawling:</b>	Moving about on hands and knees, or hands and feet. <b>Occasionally.</b>
<b>Crouching:</b>	Bending the body downward and forward by bending the legs and spine. <b>Occasionally.</b>
<b>Depth Perception:</b>	Three-dimensional vision. Ability to judge distance and spatial relationships so as to see objects where and as they actually are. <b>Frequently.</b>
<b>Far Acuity:</b>	Clarity of vision at 20 feet or more. <b>Occasionally.</b>
<b>Feeling:</b>	Perceiving attributes of objects such as size, shape, temperature or texture, by touching, with skin, particularly that of fingertips. <b>Occasionally.</b>
<b>Field of Vision:</b>	Observing an area that can be seen up and down or to the right or left while eyes are fixed on a given point. <b>Frequently.</b>
<b>Fingering:</b>	Picking, pinching, or otherwise working primarily with fingers rather than the whole arm as in handling.

**Frequently.**

<b>Handling:</b>	Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears. <b>Frequently.</b>
<b>Hearing:</b>	Perceiving the nature of sounds by ear. <b>Frequently.</b>
<b>Kneeling:</b>	Bending legs at knee to come to a rest on knee or knees. <b>Occasionally.</b>
<b>Near Acuity:</b>	Clarity of vision at 20 inches or less. <b>Frequently.</b>
<b>Reaching:</b>	Extending hand(s) and arm(s) in any direction. <b>Frequently.</b>
<b>Stooping:</b>	Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles. <b>Occasionally.</b>
<b>Talking:</b>	Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly. <b>Frequently.</b>

**WORK ENVIRONMENT**

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

While performing the duties of this job, the employee works inside. The employee works near moving mechanical parts occasionally and in high/low, precarious places and is occasionally exposed to fumes or airborne particles and vibration.

The noise level in the work environment is usually quiet to moderate.