

# CASCADE CHARTER TOWNSHIP

## POSITION DESCRIPTION

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**Title:** Planning & Zoning Administrator  
**Department:** Planning  
**Reports to:** Planning Director  
**Position(s) Supervised:** None  
**Employment Status:** Full-Time; Non-Exempt  
**Pay Grade:** 5

### **BROAD STATEMENT OF RESPONSIBILITIES:**

Under the direction of the Planning Director, the Planning & Zoning Administrator is responsible for the administration, interpretation and enforcement of all Township ordinances as well as providing support to the programs of the Planning Department.

### **ESSENTIAL FUNCTIONS:**

1. Serve as code enforcement officer for the Township by interpreting and enforcing the Township's Zoning, Sign, Subdivision and General Ordinances.
2. Assists Township residents, developers, architects, engineers and others in understanding and applying zoning and ordinance requirements.
3. Assist in the coordination of Planning Commission and Zoning Board of Appeals activities. Prepares and reviews staff recommendations for Planning Commission, Zoning Board of Appeals, and Township Board as assigned by the Planning Director.
4. Assisting in the day-to-day planning operations, including site plan reviews, processing of permit applications, etc.
5. Receive, record and respond to citizen complaints and reports from Township departments of ordinance violations within the Township and seeks voluntary compliance.
6. At the direction of the Planning Director, provides proactive ordinance enforcement policing of the Township and seeks voluntary compliance.
7. Performs on-site inspection, conducts interviews, logs complaints, documents incidents and issues warnings, violations or correction notices as needed. Performs follow-up in accordance with established methods of progressive action.
8. Documents the facts and procedures of ordinance violation incidents and develops case files. Compiles investigative findings and site photographs and prepares standardized and specialized reports.
9. Answers questions from and advises property owners, builders and public regarding compliance with zoning, property maintenance and general code.

10. Works with the Kent County Sheriff's Department –East Precinct Community Policing Officer to resolve ordinance enforcement issues.
11. Assists in preparing cases for court proceedings including gathering evidence, preparing documentation and testifying in court.
12. Assist in Issuing outdoor license permits, outdoor gathering applications, noise permits, temporary liquor license application, and all other permits and applications.
13. Provides assistance and information to neighborhood groups relating to zoning code enforcement.
14. In collaboration with the Planning Director, conduct research provide recommendations on ordinance changes.
15. All other duties as assigned.

**BASIC SKILLS AND KNOWLEDGE:**

1. Demonstrates the ability to listen and interact successfully with the general public and Township staff.
2. Demonstrates the ability to listen attentively and respond appropriately to instructions and feedback from supervisors.
3. Takes ownership of assigned tasks and follows up as necessary to ensure timely completion and address any issues or concerns
4. Adjusts to changing directives or priorities from supervisors with a positive attitude and willingness to accommodate new expectations.
5. Knowledge of the Cascade Charter Township Code of Ordinances as well as planning and zoning procedures.
6. Knowledge of the state and federal laws, rules and regulations governing the activities of the Township.
7. Good computer skills, including Microsoft Office software package and ArcView GIS.
8. Good telephone skills.
9. Ability to make effective oral and written communications.
10. Ability to read and understand construction drawings.
11. Ability to attend meetings scheduled at times other than normal business hours, travel to other locations and respond to emergencies outside of business hours.

**MINIMUM EDUCATION & BACKGROUND:**

- Bachelor’s Degree with course work in engineering, architecture, planning or related studies or associates ‘s degree with the equivalent combination of job-related experience: two years of municipal planning or zoning experience and knowledge of inspection methods, practices and techniques pertaining to zoning. (minimum 18 years of age)
- Experience in general ordinance enforcement preferred.
- Valid State of Michigan Driver’s License

**MINIMUM ENVIRONMENTAL EXPECTATIONS:**

- Exposure to outdoor weather conditions including snow, rain heat and/or uneven terrain in the investigation process.
- Interaction with residents who may be upset

**MINIMUM PHYSICAL EXPECTATIONS:**

- Position requires keyboarding, telephone work and filing.
- Position requires visits to sites of known or suspected ordinance violations.
- Position requires the ability to push, pull or lift as much as 25 pounds.
- Position requires the ability to operate a motor vehicle.

**REVIEW AND APPROVAL:**

\_\_\_\_\_  
Position Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

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