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WHITE LAKE TOWNSHIP

7525 Highland Road, White Lake, MI 48383

JOB POSTING **SENIOR PLANNER**

White Lake Township is seeking a highly motivated and experienced **Senior Planner** to join our **Community Development** team. The Senior Planner will serve a key role in responding to inquiries from the public and Township employees regarding planning policies, ordinances, and project status. This position is responsible for attending occasional Planning Commission and Township Board meetings, and leading regular Zoning Board of Appeals (ZBA) and Parks & Recreation Committee meetings, which include assembling agendas and packets and coordinating all aspects of those meetings, including staffing, reviews, and agenda preparation. The Senior Planner will also draft legal notices for rezonings, special land uses, and ordinance and master plan amendments.

The Senior Planner will oversee and delegate tasks to support staff, assist in preparing the Township's annual Capital Improvement Program, and complete administrative site plan reviews. The role also includes periodically updating the Township's five-year Parks & Recreation Master Plan and managing various park improvement projects, both large and small. The Senior Planner will work collaboratively with the Community Development Director and other departments to coordinate activities and events, engage with schools and community groups, issue press releases, and aid in preparing and managing grant applications. Additional duties include managing minor purchases for park facilities, updating maps and records, reviewing zoning violations, and coordinating private road application reviews. Other responsibilities may be assigned by the Community Development Director as needed.

The salary range is from **\$79,299 - \$89,108** and includes generous paid time off and holidays, plus comprehensive health insurance benefits. Insurance benefits include optical, dental, and life insurance. The Township also belongs to the MERS defined benefit pension plan

Please submit a cover letter, and resume with an application. Applications and the complete job description can be located on the White Lake Township website at <https://www.whitelaketwp.com/jobs>.

Applications will be accepted until filled: First resume review 10/01/2025. Please send materials to:
Robin Myers, HR Generalist
rmvers@whitelaketwp.com

White Lake is an equal opportunity employer – M/F/D/V.

Posted 9/15/2025