

**CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
40700 ROMEO PLANK ROAD
CLINTON TOWNSHIP, MI 48038
TELEPHONE: (586) 286-9342
FAX: (586) 263-8424
www.clintontownship.com**

August 10, 2026

ANTICIPATED VACANCY

JOB TITLE: Community Planner II
DEPARTMENT: Planning and Community Development
SALARY: \$71,496 - \$82,603
STATUS: Full-Time

GENERAL SUMMARY:

Under the direction of the Planning Director and/or Assistant Director of Planning and Community Development this position is primarily responsible for administering the daily operations of the Township's housing rehab program which assists low and moderate-income, single-family households. Also, perform other related work as requested.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

This position conducts both phone and walk-in interviews with potential applicants as well as handling all aspects of the application process. Requests title information on properties prior to assisting. Also, inspects and assesses each of the potential properties to determine feasibility of assistance, oversees progress of cases with interim inspections and addresses change-order situations as they arise. Performs environmental and historic reviews of potential properties and drafts detailed job specifications and cost estimates for homeowners. Bids out the work to local area contractors, drafts contracts, holds contract signings, maintains files on contractors participating in the program, approves projects and processing of invoices for payments to contractors. In addition, this position drafts and records liens upon completion of projects, subordination agreements when requested, as well as discharge of liens.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

Applicants must possess the ability to do the following: identify code deficiencies through walk-through home inspections; develop and manage multi-faceted programs, including business retention/recruitment, and budgeting; prioritize emergency assistance cases over non-emergency situations; critically assess situations, solve problems and work effectively within deadlines and changing work priorities; communicate well with homeowners, contractors, the Township's Building Department and other departments, as well as any other entity necessary in carrying out its rehabilitation efforts. In addition, applicants are required to have knowledge of the following: the need to request for lead-paint or asbestos inspection/assessment; understanding of all aspects of residential construction and building trades; familiarity of HUD's Community Development Block Grant Program; knowledge of the economic development resources within Macomb County, State of Michigan and the metropolitan-Detroit region.

EDUCATION AND EXPERIENCE:

This position requires a high school diploma or equivalent. Also, requires five (5) years of work experience in inspection and writing specifications for Housing Quality standards. A residential builder's license, with at least five (5) years' experience in working with the U.S. Department of Housing and Urban Development's Community Block Grant Program is necessary.

PLEASE NOTE: Interested, eligible candidates must submit an application to the Clinton Township Employees Civil Service Commission on or before the close of business, Friday, August 28, 2026. Pre-employment background investigation and substance abuse testing are required. The Charter Township of Clinton is an Equal Opportunity Employer, applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or disability.