

Negaunee Township

"A Community on the Grow"

42 East M-35

Negaunee, Michigan 49866

Phone: (906) 475-7869

Fax: (906) 475-5071



Position Opening

NEGAUNEE TOWNSHIP ZONING ADMINISTRATOR & BROWNFIELD ADMINISTRATOR

The General Township of Negaunee (Marquette County, Michigan) with approximately 2,300 parcels) and \$177 million in SEV, seeks an experienced individual to fill the position of Zoning Administrator / Brownfield Administrator.

In this capacity, the individual will serve as staff liaison to the Planning Commission (PC), the Zoning Board of Appeals (ZBA), and the Brownfield Redevelopment Authority (BRA) and is directly responsible to the Township Board. The Planning & Zoning Administrator devotes a significant amount of time on routine administrative tasks and often works closely with the public on a regular basis to provide customer service on planning issues.

EXAMPLES OF DUTIES:

Primary responsibility will be planning & zoning, including drafting municipal code changes, ordinance enforcement, maintain files, review/issue/deny zoning compliance applications, conduct site visits to investigate zoning violations & pursue appropriate means of correction, prepare legal advertisements as required, attend monthly PC and Township Board meetings, assemble materials and prepare staff reports for the PC, ZBA, & BRA meetings.

REQUIREMENTS:

Bachelor degree in urban planning, geography, geographic information services, or closely related field highly desired. GIS experience necessary. Applicant should be proficient in Microsoft Word and ArcGIS 10 and knowledgeable in other Microsoft Office products and Windows 7 operating system. Must possess a valid driver's license.

A full job description and application can be obtained at the Township office, the Township web site, or by contacting the Township the information can be e-mailed, faxed or mailed. Applications are due by 12:00 p.m. on April 11, 2014.

Negaunee Township
42 East M-35
Negaunee, MI 49866
www.negauneetownship.org

The Township of Negaunee is an Equal Opportunity Employer

NEGAUNEE TOWNSHIP – ZONING ADMINISTRATOR

Job Description Form

Job Title	Zoning Administrator
Reports to	Township Supervisor

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor	Hours <u>40</u> / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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Under the direction and supervision of the Negaunee Township Supervisor and the direction of the Negaunee Township Planning Commission, the Zoning Administrator interprets, administers and enforces the Zoning Ordinance, as written, without authority to deviate from said Ordinance.

Zoning Administration

1. Maintain thorough familiarity with the Negaunee Township Zoning Ordinance and appropriate forms.
2. Administration and enforcement of the Zoning Ordinance.
3. Accept and review zoning permit applications and determine compliance with the provisions of the Zoning Ordinance and completeness of the applications.
4. Issue the appropriate land-use permit when all provisions of the Ordinance are in compliance and maintains a complete file of permits issued. Notify applicant, in writing, if the proposed use is not in compliance with ordinance standards and assist with an appropriate alternative procedure, appeals or any other administrative remedies necessary to attain compliance.
5. Perform inspection duties to insure land use changes comply with the Zoning Ordinance. The use of check lists and instruction sheets is encouraged.
6. Identify, inventory, and monitor nonconforming uses.
7. Attends Planning Commission meetings to report on zoning issues and advise on issues related to zoning administration.
8. Conducts technical reviews, site inspections, and makes staff reports to the Planning Commission and Zoning Board of Appeals on specific project proposals such as, but not limited to, special use permit applications, conditional use permit applications, zoning amendments, variances and appeals.
9. Conduct effective written communications with permit applicants, related governmental agencies and other offices as necessary.

Zoning Enforcement

1. Investigates alleged violations of the Ordinance and advises landowners/applicants of necessary corrective measures. Retain an inventory of said violations including dated photographs and/or other evidence.
2. Present case facts and explain decisions of the Zoning Administrator's office before the Zoning Board of Appeals.
3. Attends meetings and follows the directives of the Zoning Board of Appeals.
4. Develops recommendations regarding zoning amendments, zoning permit fee structures, zoning forms; and may propose solutions to any problem encountered in administering the Zoning Ordinance.
5. Coordinates the enforcement of the Zoning Ordinance with the enforcement of other related land use statutes and codes by active cooperation with other appropriate agencies.
6. Testifies, as necessary, at public and judicial hearings.

Office Administration

1. Submit one copy of approved zoning permit applications and site plan to the tax assessor in a timely manner.
2. Administer and follow procedures and policies established for the office.
3. Distribute the most current Zoning Ordinance to Planning Commissioners, Zoning Board of Appeals members and make available to the public.

Job Title	Zoning Administrator
Reports to	Township Supervisor
	<ol style="list-style-type: none"> 4. Keep the zoning map, text, and office records up-to-date and make copies of the Zoning Ordinance available to the public. 5. Prepare and/or work with the appropriate staff to prepare, publish, post, send and/or deliver public notices for meetings and hearings. 6. Provide a written annual report which includes: permits issued/denied, appeals, request for amendments, request for variances, and other pertinent zoning administration information. 7. Attend Township Board meetings.
	<p>Public Assistance and Personal Development</p> <ol style="list-style-type: none"> 1. Work and communicate with elected and appointed officials, and the public, with appropriate etiquette and diplomacy. 2. Assist the general public, applicants, developers, and their representatives with zoning inquiries, proposals, and applications. Direct the individual(s) to the proper agency/agencies for other needed permits. 3. Attend professional schools, seminars and/or conferences at least twice a year to stay up-to-date on laws, zoning trends, and other information pertinent to zoning administration. 5. Must be accessible to the public and maintain established hours at the Township Office.
	<p>Planning Duties</p> <ol style="list-style-type: none"> 1. Participate in the Planning Commission process of developing Zoning Ordinance change proposals. 2. Research statutes and statute changes for inconsistencies with the Negaunee Township Zoning Ordinance or with potential Ordinance changes being considered by the Planning Commission. 3. Perform research, draft language and make recommendations to the Planning Commission as requested pertaining to specific intended amendments to the Zoning Ordinance initiated from the Master Plan or from other inspiration. 4. Assist in annual updating of the Township's Master Plan.
	<p>Other</p> <ol style="list-style-type: none"> 1. Performs other duties as may be specified by the Zoning Ordinance. 2. Accepts other responsibilities as may be directed by the Township Board.