



City of Williamston

161 E Grand River Ave.
Williamston, MI 48895
Phone (517) 655-2774
Fax (517) 655-2797

CITY OF WILLIAMSTON PART-TIME ZONING ADMINISTRATOR

- Position:** Part-Time Zoning Administrator
- Hours:** 20 per week (days and times to be determined with City Manager)
- Wage Range:** \$16 - \$20 per hour (depending on qualifications)
- Benefits:** As a part-time position, this position is not eligible for benefits.

The City of Williamston is seeking a dependable, problem-solving, and customer service-oriented individual to serve as the City's part-time zoning administrator. The position reviews and issues zoning permits to determine compliance with zoning regulations. The position is also responsible for reviewing zoning and property maintenance code violations and conducting the code enforcement process.

Successful candidates will be able to demonstrate a track record of providing excellent customer service and solving problems. Strong verbal and written communication skills are essential to work with the public and staff in this role. Knowledge of codes and ordinances pertaining to planning, zoning, building, and property maintenance and the practices of zoning, land use planning, development, and construction is strongly desired at entry. A full job description with qualification requirements is attached.

This part-time position offers 20 hours per week, with some evening meetings throughout the year. While the City seeks a consistent schedule for the position, the City will work with the selected candidate on a specific work schedule.

To Apply:

Please submit resume, cover letter, and a list of three professional references to:

City of Williamston
Attn: City Manager
161 E. Grand River Ave.
Williamston, MI 48895

Email: manager@williamston-mi.us

Applications will be accepted until Friday, October 9, 2020.

For additional information, please call: (517) 655-2774 ext. 110

**CITY OF WILLIAMSTON
PART-TIME ZONING ADMINISTRATOR
POSITION DESCRIPTION**

Essential Job Functions:

This position serves as the primary point of contact for citizens and businesses inquiring about zoning and planning related information within the City and is responsible for the intake of various zoning and development applications; reviews zoning and development applications prior to issuance of construction permits to determine compliance with zoning regulations; consults with professionals, property owners, and contractors to achieve compliance with zoning regulations; assists applicants with various development approval processes, including site plan, special land use, and variance applications; issues zoning permits; serves as a liaison with the Building Department; investigates and enforces alleged violations of local zoning ordinances and property maintenance codes; and performs related work as required.

Basic Duties include the following, but are not limited to:

- Reviews and issues zoning permits to ensure compliance with City policy, codes, and regulations
- Assists applicants with development review and approval processes, including site plan, special land use, and variance application processes
- Regularly works with the public to answer inquiries in person, by phone, and via electronic communication and interprets meaning of code requirements for the public to achieve compliance with zoning regulations
- Conducts site visits related to zoning and development related applications
- Serves as liaison with the Building Department by coordinating the intake, processing, and maintenance of building permits
- Assists City Manager in economic development efforts of the City
- Enforces the City's zoning ordinances and property maintenance codes
- Investigates complaints by the public and follows through on abatement of violations by identifying violations, contacting citizens to advise them of violations, seeking voluntary compliance when possible, and initiating corrective actions when necessary
- Prepares information for the City Attorney related to enforcement cases which have been developed; may testify in court cases, representing the City's position
- Assists in preparing meeting agendas and supporting reports for the Planning Commission, the Zoning Board of Appeals, and related subcommittees
- Assists with the creation of reports for zoning ordinance amendments, variances and appeals, and site plan and special land use reviews
- Attends Planning Commission and Zoning Board of Appeals meetings as needed, which will require attending meetings in the evenings
- Provides support in the preparation, submittal, and record-keeping of public notices
- Makes recommendations concerning revisions of ordinances pertaining to work activities and creates required notices associated with the revision of ordinances
- Frequently accesses GIS maps and data and other online records and prepares routine maps using GIS data
- Compiles activity reports, including Annual Planning Report
- Researches and compiles information on a variety of planning and development issues

- Coordinates with the City Manager on the creation and maintenance of planning and building records including but not limited to building permits, development permits, subdivision plats, various zoning approvals, sign permits, and similar
- Creates and publishes necessary materials for communications with City Residents, City Staff, and Department Staff.
- Performs other duties as required.

QUALIFICATIONS

Education and Experience:

Graduation from an accredited high school required, preferably two years of college-level coursework and two years of professional work experience in an office setting, preferably government-related; or an equivalent combination of education and experience to successfully perform the essential duties of the job as listed above.

Completion of the Zoning Administrator Certificate Program through Michigan State University is preferred; ability to complete prerequisites and obtain certification within one year of employment is encouraged. Experience using BS&A and familiarity with GIS is preferred, but not required.

Licenses:

Must possess and maintain a valid Michigan driver's license and a satisfactory driving record.

Knowledge of: (Desired at entry)

- Codes and ordinances pertaining to planning, zoning, building, and property maintenance;
- Philosophies, principles, and practices of zoning, land use planning, development, and construction;
- Technical mathematics and measurement through algebra and geometry;
- Standard report-writing practices;
- Computer applications related to the work; and
- Standard practices of records management, storage and retrieval;

Skill in: (at entry)

- Dealing with the public in a courteous, diplomatic manner in regular or contentious situations and responding with a high degree of professionalism;
- Communication, map reading, organization, problem solving, and writing;
- Utilizing the Microsoft Office Suite, including Outlook, Word, Excel, and Powerpoint;
- Making and recording accurate field observations;
- Applying technical research methodologies;
- Writing technical reports;
- Performing accurate mathematical computations and measurements; and
- Using computers and related software applications;

Ability to: (at entry)

- Communicate effectively with officials, co-workers, the general public, representatives of organizations and others sufficient to exchange or convey information and receive work direction;
- Understand and interpret plot plans, site plans, blueprints, and specifications;
- Prepare comprehensive and accurate memorandums and reports;
- Establish and maintain effective working relationships and effective communication with the public, contractors, and other employees and agencies;
- Reason and process numbers effectively;
- Change direction and refocus between tasks;
- Prepare a variety of plans, specifications, maps and graphic materials; and
- Effectively represent the City and the department.

Physical Requirements and Working Conditions:

Work will be performed both in an office setting and occasionally in the field.

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; stamina to maintain attention to detail despite interruptions; strength to lift and carry objects weighing up to 25 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The employee must also be able to work outside to perform field work, which includes seasonal exposure to cold and heat. The worker may also be exposed to potential darkness or poor lighting, dirt/dust, fumes/odors, trench excavations, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, and traffic hazards; for which the employee should be capable of taking standard safety precautions.

Selection Guidelines:

Selection and hiring are based on strength of education, experience, and oral interview. A pre-employment physical, including a drug screening, and background check are required.