

Zoning Administrator Job Description

West Branch Township, Marquette County, Michigan

Responsibilities and Expectations

- The Zoning Administrator has overall responsibility to administer and enforce the ordinances of the Township.
- Review all land use applications for completeness and compliance with all ordinances including zoning permits, special/conditional use permits, variance requests and parcel division applications.
- Maintains a record of permits issued with supporting documentation kept at the Township Hall.
- Performs periodic inspections to ensure permits and land use changes comply with the zoning ordinance.
- Write violation notices.
- Attends and/or submits a written report to all Township Board, and Zoning Board of Appeals meetings.
- Advices on issues related to zoning administration.
- Communicate, in a timely manner, to inquiries from the public.
- Testify, as necessary at public and judicial hearings.
- Assist and give feedback to the board (and planning commission) in developing and editing ordinances for the township.
- Assist the public, applicants, developers, and their representatives with zoning inquiries, proposals, and applications.
- Directs individuals to the proper agencies for other needed permits.
- Any other responsibilities assigned by the Township Board.

Qualifications

- Must have knowledge of Michigan statutes pertaining to township zoning, planning, and land division.
- Ability to analyze and interpret site plan, blueprints, and legal documents.
- Excellent communication and technology skills.
- Excellent organizational skills including the ability to prioritize, schedule workload, and meet deadlines.
- Ability to work independently with little supervision
- Have a valid Michigan driver's license and provide their own transportation

To apply, fill out an employment application on westbranchtownship.net or send your resume to admin@westbranchtownship.net and KrisShawSupervisor@westbranchtownship.net.