

HAMBURG TOWNSHIP Job Description

JOB TITLE: **ZONING COORDINATOR/ASSISTANT TO THE ZONING ADMINISTRATOR**
(Full-time, Hourly, Non-exempt)

REPORTS TO: Planning and Zoning Director/Administrator

The Assistant to the Zoning Administrator/Zoning Coordinator carries out responsibilities under the general supervision of the Planning and Zoning Director/Administrator who makes the overall and specific assignments. Duties are usually carried out independently after the initial assignment therefore the Assistant to the Zoning Administrator/Zoning Coordinator must be capable of independent judgment and decision making, with minimal supervision. The Assistant to the Zoning Administrator/Zoning Coordinator will prepare reports and type materials in proper format and free of error. Where precedent, clarity of Code standards, and instructions are lacking for guidance, the Assistant to the Zoning Administrator/Zoning Coordinator will consult with the Planning and Zoning Director when complex decisions are necessary.

JOB SUMMARY:

The Zoning Coordinator performs a wide variety of administrative duties and is responsible for providing customer service for the Planning and Zoning Department, both at the public counter and on phones. The Assistant to the Zoning Administrator/Zoning Coordinator greets and meets the citizens and other visitors both at the zoning counter and on the phones, determines their need, answers their questions, issues zoning permits and if necessary refers them to the person or agency that can assist them. The coordinator should have knowledge of the zoning requirements and the required job vocabulary. Common sense and an understanding of the Municipal Code necessary for the Zoning Coordinator to handle various situations that arise.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Performs routine office tasks in designated program areas, including data entry, file management, copying, managing department calendar and answering telephone.
2. Develops and maintains automated tracking systems, hard copy files and records
3. Provides information and advice to property owners, contractors, developers, engineers, architects, and others regarding construction procedures, floodplain requirements, zoning ordinances, and appeals procedures.
4. Reviews building plans and zoning permit applications to assure compliance with requirements such as use, bulk, placement, and parking ratios. Approves permit applications for construction/remodeling/land use changes when requirements are met.
5. Prepares public notices or property owner verifications.
6. Prepares packets for boards and commissions.
7. Prepares narrative staff reports and recommendations of limited complexity to the Zoning Board of Appeals, the Planning Commission, and/or the Township Board of Trustees.
8. Researches and compiles information on a variety of planning issues from multiple sources.
9. Prepares maps, charts, tables of limited complexity.
10. Attends public meetings, assisting other planning staff as needed.
11. Processes the division or combination of land parcels.
12. Responsible for ordering supplies and entering purchase orders for the Zoning Department as needed.

OTHER DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
2. Exceptional organization and time and project management skills.
3. Ability to work on several projects or issues simultaneously.
4. Knowledge of planning principles and practices, including pertinent specialties.
5. Knowledge of effective writing techniques.
6. Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.
7. Problem-solving skills to gather relevant information to solve vaguely defined practical problems.
8. Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
9. Minimum of a bachelor's degree in Urban and Regional Planning or a related field.
10. One (1) year planning/zoning or other related experience recommended.
11. Valid Michigan Driver's License.
12. Mental ability to adapt and respond to multiple priorities and demands, work on tasks requiring accuracy and attention to detail, and handle pressures related to meeting deadlines and responding to problem situations in a positive manner.

WORKING CONDITIONS:

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.
2. Assistance with Department field work as needed.

SALARY & BENEFITS

The Assistant to the Zoning Administrator/Zoning Coordinator is a fulltime position with a 2017 salary range minimum of \$39,131, midpoint of \$45,000, maximum of \$50,870 annually. Starting salary negotiated based on experience. Hamburg Township offers an excellent benefits package.

To apply, send letter of interest and complete resume to: Mike Dolan,
Township Clerk, P.O. Box 157, Hamburg, MI 48139-0157. Email:
mdolan@hamburg.mi.us.

Hamburg Township is an Equal Opportunity Employer
www.hamburg.mi.us

HAMBURG TOWNSHIP

Application for Employment

P. O. Box 157 ♦ Hamburg, Michigan 48139 ♦ (810) 231-1000

Name (Last)	(First)	(Middle)	Social Security Number
Address (Street)	(City)	(State)	(Zip)
Home Telephone Number ()			
Are you at least 18 years old?	Daytime Telephone Number: ()		
Type of position desired:	Date available for work:	Salary Expected: \$	
Do you have a valid Michigan Driver's License?		License Number:	

Education

High School/College (List last attended first)	Address	Years Attended/Course Studied	Degree Received
Military Service		From	To
Additional Skills/Training/Licenses Not Listed Above		From	To

Hamburg Township is committed to EOE in all our personnel practices and prohibits discrimination on grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. Information provided by you on this application form, will be used solely for purposes of assessing your qualifications for potential employment.

Employment History

Provide the following information for your current and past employers, assignments or volunteer activities, starting with the most recent. (Use additional sheets if necessary.) Explain any gaps in employment in the comments section below.

Employer	Address (Street)	(City)	(State)	(Zip)
Supervisor's Name & Title	Your Position		Work Phone Number ()	
Employment Dates From: To:	Reason for Leaving			
Describe Your Duties: _____ _____				

Employer	Address (Street)	(City)	(State)	(Zip)
Supervisor's Name & Title	Your Position		Work Phone Number ()	
Employment Dates From: To:	Reason for Leaving			
Describe Your Duties: _____ _____				

Employer	Address (Street)	(City)	(State)	(Zip)
Supervisor's Name & Title	Your Position		Work Phone Number ()	
Employment Dates From: To:	Reason for Leaving			
Describe Your Duties: _____ _____				

Employer	Address (Street)	(City)	(State)	(Zip)
Supervisor's Name & Title	Your Position		Work Phone Number ()	
Employment Dates From: To:	Reason for Leaving			
Describe Your Duties: _____ _____				

Comments (Including explanation of any employment gaps):

References

Give the names of at least three business/work references, who are not related to you and are not previous supervisors whom we may contact. If not applicable, list three school or personal references who are not related to you.

Name	Address (Street)	(City)	(State)	(Zip)
Occupation	Daytime Phone Number	Relationship & Years Known		

Name	Address (Street)	(City)	(State)	(Zip)
Occupation	Daytime Phone Number ()	Relationship & Years Known		

Name	Address (Street)	(City)	(State)	(Zip)
Occupation	Daytime Phone Number ()	Relationship & Years Known		

Additional Information

List professional, trade, business, or civic associations and any offices held. Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status.

Organization	Offices Held

List any additional information you would like us to consider: _____

Have you ever been convicted of a crime? If so, when, where and nature of offense? Convictions will not necessarily disqualify you from employment but will be considered in relation to the position for which you are applying. _____

Are there any felony charges pending against you? If yes, please explain. _____

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for denying employment or immediate discharge from the employer's service, whenever it is discovered.

I understand it is the Township's policy to adhere to all provisions of the ADA and the Rehabilitation Act of 1973.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____ Date ____ / ____ / ____

HAMBURG TOWNSHIP
P. O. Box 157
Hamburg, Michigan 48139
(810) 231-1000

Authorization and Understanding

Upon the signing of the *Authorization and Understanding*, I represent that all of the information now or hereafter given by me in support of my application for employment is true and complete. I authorize you to verify any of the information concerning my employment, education, training, credentials, driver's license, and criminal history with the appropriate individuals, companies, institutions, or agencies. I authorize them to release such information as you require, including my prior disciplinary employment record. I hereby release you and them from any liability whatsoever as a result of such inquiries and disclosures.

I agree that any false information in support of my application may subject me to dismissal at any time during the period of my employment.

In the event of an offer of employment, I understand that I may be required to take a drug screen test.

In the event of employment, I agree I shall be bound by the rules, policies, and regulations of Hamburg Township, Livingston County, and the State of Michigan.

In the event of employment, I authorize Hamburg Township to release such information as a prospective employer may require, including my prior disciplinary employment record. I hereby release you and them from any liability whatsoever as a result of such inquiries and disclosures.

Signature

Date