



**Job Title:** Zoning Administrator

**Posting Date:** July 30, 2024

**Closing Date:** August 11, 2024

**Department/Division:** Planning & Zoning Department

**Employment Status:** Non-Exempt

**Benefits:** Health Insurance & PTO

**Start Date & Work Schedule:** ASAP, hours 8:30-4:30 Monday-Thursday (32 hours/week)

**Pay Rate:** \$32-\$37 per hour depending on experience

**Location:** Dexter Township, MI

**Job Description:**

Dexter Township is seeking a full-time Planning and Zoning Administrator. This position is responsible for issuing zoning permits, responding to in-person, email and telephone public inquiries.

**Essential Job Functions:**

An individual in this position works closely with contractual consultants assisting on planning, zoning, and code enforcement functions. An employee in this position may be called upon to do any or all of the following essential functions. These functions include, but are not limited to the following:

- Assists in the day-to-day planning and zoning operations, including processing zoning permits, lot split and boundary line adjustments, and new address applications.
- Serves as the staff liaison to the Zoning Board of Appeals (ZBA).
- Responds to inquiries from the public, contractors, and other parties regarding zoning matters. Answers phones, email requests, responds to walk-in requests and otherwise facilitates the permit process by providing information and guidance on various requirements and procedures.
- May assist the Code Enforcement Officer with processing complaints regarding code violations and pursues action when necessary.
- Maintains a complex record-keeping system (BS&A) for zoning-related documents, according to established standards.
- Creates, updates, and maintains zoning files, office forms, handouts, and computer databases as required.

- Administers field inspections for code enforcement complaints and zoning permit compliance.

#### Education Requirements:

- A bachelor's degree from an accredited college or university in Urban Planning, Urban Affairs, or a closely related field.

#### Experience Requirements:

- 3-5 years of government experience (municipal preferred) in one or more of the following areas: Urban Planning, Community Development, Site Plan Review, Zoning Administration, Code Enforcement, or closely related field.
- Thorough knowledge of municipal operations as they relate to development, stormwater management, utilities, roads, and constructions.
- Skill in evaluating complex planning, land-use and zoning code guidelines.
- Skill in reading and interpreting civil engineered drawings, surveys, and construction documents.
- Skill in the use of office equipment and technology, including BS&A software and Adobe.
- Ability to attend meetings outside of normal business hours.

#### How to Apply:

Please submit a resume and cover letter to [officemanager@dextertownship.org](mailto:officemanager@dextertownship.org), and cc [supervisor@dextertownship.org](mailto:supervisor@dextertownship.org).

Resume and cover letter should be sent to [supervisor@dextertownship.org](mailto:supervisor@dextertownship.org) or by mail to Dexter Township c/o Karen Sikkenga, 6880 Dexter-Pinckney, Dexter, MI 48130.

We will review applications as soon as they are received and will hire the first highly qualified applicant. Please apply immediately if you are interested in the position.

**Hours:** 32 hours per week, M-Th 8:30-4:30, with meetings outside of normal business hours.