

Planning & Zoning Coordinator Job Description

Location: Bruce Township, Macomb County

Salary: \$29,258 per labor agreement

Benefits: 401A, Medical, Dental, Vision, Life Insurance, PTO

Employment Type: Full-time

Hours: 7:30-4:30 Monday-Wednesday, 8:30-4:30 Thursday (35-hour work week per contract)

Department: Planning and Zoning

Supervisor:(Board-Appointed) Mike Fillbrook

This position is a full-time, paid on an hourly basis; 35 hours per week and covered under Technical, Professional and Office Workers Association of Michigan (TPOAM).

Position Summary:

This is a union position under the supervision of the Township Supervisor and Treasurer. The Planning and Zoning Coordinator performs a wide range of functions to ensure the operations of the Planning and Zoning Department are fulfilled.

Essential Job Function:

The employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties the employee may be expected to perform but provides a summary for clarification as to the responsibilities of the position and expectations of the Township. To perform this job successfully, an individual must be able to perform each essential function to the satisfaction of the positions' supervisor.

Provide telephone and walk-in assistance to the public regarding ordinance requirements, interpretations and general Planning and Zoning information.

Review fence and sign applications, collect fees, and issue permits.

Review site plan documents and applications submitted for compliance with the codes and ordinances of Bruce Township. Scan, prepare and maintain these and all documents including Planner and Engineering Reviews and all other supporting documents for submission to the Planning Commission and Zoning Board of Appeals.

Knowledge of blueprint reading, Word, Office and BS&A software for submitting and following all projects/applications including fence, sign, special land use, rezoning/conditional rezoning, cell towers, private roads, site plans and site condominiums.

Meet with developers, owners and others in preliminary design meetings.

Prepare and post agendas and minutes. Prepare. Post and distribute packets for all Planning Commission and Zoning Board of Appeals meetings. Maintain compliance with public hearing

requirements which includes timely public advertising, mailing and posting notices. Provide administrative support to PC/ZBA Board members.

Work closely with the planner, Planning and Zoning Administrator, and Engineer on various facets of each inquiry and project and obtain reviews from each when necessary. In addition, work with other departments, especially Building and Assessing where there is overlap.

Invoice through BS&A for each project based on the current Planning and Zoning fee schedule, updating fees when required. Track each project through BS&A as well as main the Trust and Agency accounts and periodically reconciling planning and Zoning balances with accounting.

Maintain ordinance files and zoning maps, keeping them current. Coordinate changes between the public, the Planner and the PC. Also, make sure that the Township website reflects current information.

Mail board decisions and other correspondence to applicants and other parties as necessary.

Review and update Planning and Zoning procedures as the Township grows.

Take minutes for all ZBA and Planning and Zoning meetings. Minutes should be completed outside the office and made available eight (8) days following the meetings, typed up, posted on website according to township policy and placed in the Minutes Book. This portion of the position includes a stipend of \$100/meeting.

Coordinate CDBG with public notices in paper, prepare award amounts for Board Packet and follow-up with Macomb County.

Qualifications:

- Ability to multitask under demands such as working with a disgruntled customer with other customers waiting and telephone activity.
- High school graduate, local government experience preferred.
- Computer literate in BS & A Software, Microsoft Suite applications and skill in office equipment and technology.
- Skill in assembling and analyzing data along with preparing comprehensive and accurate reports.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with Township employees, residents of the Township, representatives of other governmental units, professional contacts, elected officials and the public.
- Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, the general public, financial institutions, government entities and others.
- Required to handle problems and conflicts in a tactful, courteous and respectful manner.
- Excellent communication skills.
- Must be detail oriented.
- Individual must have a good work record, good attendance record and be reliable.