

The Charter Township of Grand Blanc is progressive community of 37,500 residents with an SEV of \$1.4 billion and unlimited potential. We are seeking candidates who share our vision of a well-planned dynamic community ready to welcome modern development while protecting our established and varied residential neighborhoods.

PLANNING AND ZONING ADMINISTRATOR

Full Time Position

SALARY RANGE \$55,900 – 72,500 (DOQ), with an excellent full fringe benefit package.

This is a professional and technical position responsible for the operation of municipal planning functions, including the Township Master Plan. Other responsibilities include researching, developing, coordinating and administering land use and planning related projects; preparing and delivering presentations at meetings; preparing appropriate notices and supporting documentation as required; work closely with internal and external stakeholders on matters pertaining to the Zoning Ordinance; and public contact including government officials, developers, legal counsel and the general public.

Successful candidates will have:

- Bachelors Degree in Urban Planning or closely related field.
- Three (3) to five (5) years experience in Municipal Planning.
- Preference for American Institute of Certified Planners (AICP) or eligibility to apply for AICP certification within one year of employment.
- Valid Michigan drivers license.
- Knowledge of the structure, policies, and regulations of municipal government.

HOW TO APPLY

For more information visit:

http://www.twp.grandblanc.mi.us/i_want_to/employment/index.php

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to Human Resource Generalist Colleen Niedzwiecki at niedzwiecki@twp.grand-blanc.mi.us by **November 30, 2017**.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Please note the selected candidate will be required to submit to drug screen and background check per Township policy. Grand Blanc Township is an equal opportunity employer.