

**CHARTER TOWNSHIP OF GRAND BLANC  
JOB DESCRIPTION**

**JOB TITLE: PLANNING AND ZONING ADMINISTRATOR**

DEPARTMENT: Planning and Zoning

FLSA STATUS: EXEMPT

SALARY RANGE: \$55,900 – 72,500 DOQ

UNION MEMBERSHIP: N/A

DESCRIPTION:

**I. OVERVIEW**

This is a professional position responsible for the execution and maintenance 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 involving planning and zoning related issues; maintaining accurate records; interacting and coordinating with a variety of internal and external stakeholders; verifying compliance with all applicable laws, ordinances, policies and procedures.

**II. QUALIFICATIONS**

- **Education:** Bachelor’s Degree in city or regional planning, urban planning, public administration or a closely related field. Master Degree is desirable.
- **Experience:** A minimum of three to five (3-5) years of progressively more responsible municipal planning experience or equivalent.
- Preference for American Institute of Certified Planners (AICP) or eligibility to apply for AICP certification within one year of employment.
- Ability to establish and maintain effective working relationships and use good judgment when dealing with employees, elected officials, other governmental and regulatory agencies, attorneys, building and trade contractors, developers, engineers, architects and other various professional contacts and customers.
- A valid Michigan Vehicle Operator’s License.
- Knowledge of the structure, policies, procedures, and regulations of municipal government.
- Knowledge of general office operations and administrative duties as well as State laws, zoning law.
- Ability to critically assess situations, solve problems, and work effectively within deadlines and changing work priorities.

*\*The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform the job, will be considered.*

**III. DUTIES**

- Establishes guidelines and is responsible for the review and verification of all applications for site plan review for subdivision and commercial development.
- Drafts zoning ordinances, prepares the departmental budget, and represents the Township on various subjects.
- Makes recommendations to the Planning Commission.
- Administratively reviews development proposals within the framework of the Zoning Ordinance and recommends denial, approval or conditional approval, as well as make changes as necessary.
- Meet with government officials, land developers, lawyers, special interest groups, and the general public to develop or address issues regarding Township land use.
- Attends Planning Commission meetings, prepares appropriate notices and supporting documentation as required.

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**DUTIES** (continued)

- Supports the preparation of long-range plans and other special projects as requested.
- Processing Commercial and Industrial Site Plans and review processes for new and existing developments.
- Construct Conditional Plan Approval Letters based off noted Site Plan Review Committee requirements.
- Work in close relation with Township Planning and Zoning Consulting Firm on matters pertaining to the Township Zoning Ordinance, development review, and long range planning.
- Provides supervision of Planning & Zoning support staff.
- Type correspondence pertaining to Planning and Zoning related issues.
- Provide required copies, including copies of requested information for “Freedom of Information Act” (FOIA) as directed.
- File and maintain site plan files.
- Assist other departments with Planning Department information as directed.
- Perform various other related duties as assigned.

*\*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**IV. ORGANIZATION STATUS/SUPERVISORY RESPONSIBILITIES:**

- Under the direction of and responsible to the Township Superintendent or designated representative.
- Supervises, plans, directs and reviews the work of other lower level positions as assigned to specific projects and activities.

**V. PHYSICAL REQUIREMENTS:**

This is primarily sedentary work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

**VI. SPECIALTY:**

- Planning and Land Use Law