

**Tuscola Township Zoning Administrator
Job Description**

The Zoning Administrator is an employee of local government, appointed by the township board. Under the direction and supervision of the Tuscola Township Board, the Zoning Administrator administers township ordinance, as written, without authority to deviate from the ordinance.

A. Zoning Administration

1. Know and understand all ordinances of the township.
2. Enforce township ordinances as adopted by the township board.
3. If requested, attend Township Board, Planning Commission, and Zoning Board of Appeals meetings to report on zoning issues and advise on issues related to zoning administration.
4. Accept and review zoning permit applications. Inspect property to check setbacks before issuing permit. During construction, inspect foundation, footings, and/or pavement for ordinance compliance. Perform final inspection once construction is complete, and issue Certificate of Compliance if appropriate.

B. Ordinance Enforcement

1. Investigate alleged violations of township ordinance and advise landowners of necessary corrective measures. Keep an inventory of said violations, including dated photographs.
2. Provide information as needed to the Zoning Board of Appeals.
3. Assist the township attorney with any information, follow up inspection, or photographs requested.
4. If requested by the township attorney, file and sign a complaint and a warrant for a misdemeanor in front of the magistrate at the Tuscola County Courthouse.
5. If the case goes to trial, testify on behalf of Tuscola Township.

C. Office Administration

1. Issue zoning permits and receipts for permit fees. Submit monies collected to the treasurer.
2. Maintain a file of all township documents at the township hall including permits, stop work orders, etc.
3. Maintain a file of digital pictures of properties in the township, identified by parcel number.
4. Provide documentation for reimbursement of mileage and expenditures.
5. Provide written quarterly reports to the Township Board and Planning Commission which include: activity log, permit issues/denials, complaints, and other pertinent zoning administration information.

D. Public Relations, Availability, Professional Development

1. Work and communicate with township officials and the public with appropriate etiquette and diplomacy.
2. Be accessible to the public. Assist residents on any questions they might have regarding township zoning ordinances, complaints, permits, etc. Assist applicants, developers, and their representatives with zoning inquiries, proposals, and applications. Direct the individuals to the proper agencies for other needed permits.
3. Attend training as needed to stay up-to-date on zoning laws and information.

E. Supervision

1. Responsible to the Township Board
2. Township Supervisor shall be considered the immediate supervisor
3. Performance Review with the Township Board six months after hire, and then annually

Employment Qualifications

Required Minimum Qualifications:

1. High school diploma or GED equivalent
2. Current, valid Michigan driver's license and reliable transportation
3. Ability to read and identify all zoning districts on the township zoning map
4. Ability to read and identify property parcel numbers
5. Basic knowledge of construction and construction terms
6. Basic computer and digital photography skills
7. Telephone etiquette and skills
8. Ability to speak before groups
9. Good organizational skills
10. Available for irregular or extended working hours to meet schedules and respond to complaints as quickly as possible
11. Available for work related calls outside of office hours
12. Criminal Background Check

Physical Requirements:

1. Sitting at a desk to operate computers, review applications and site plans, and meet with public
2. Prolonged walking over uneven terrain to conduct site inspections

The duties listed here are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Upon termination of employment, the zoning administrator will, within seven days, return to township hall all material associated with the zoning administrator position. Materials include: all records, unused forms, maps, manuals, cameras, and other materials purchased/belonging to the township.

The hours of work and compensation shall be set by the Township Board and reviewed yearly.