

Position Description  
**Zoning Administrator and Enforcement Officer**  
Village of Alanson, Alanson, Michigan

**General Position Summary:**

Under the direction of the Alanson Village Council and supervision of the Chair of the Village of Alanson Planning Commission, the Zoning Administrator and Enforcement Officer administers and enforces the Village of Alanson Zoning Ordinance as written and does not have the authority to deviate from the ordinance.

The Zoning Administrator and Enforcement Officer is an independent contractor of the Village of Alanson, appointed by and responsible to the Alanson Village Council. The Zoning Administrator and Enforcement Officer is subject to the rulings, policies, and contracts of the Council as they affect all the contractors of the village.

This is a part time contracted position. This job description does not constitute an employment agreement between the employer and employee - it is subject to change by the employer as the needs of the employer and the requirements of the job change.

Upon termination of contract, the Zoning Administrator and Enforcement Officer will, within seven (7) days, return all material associated with the Zoning Administrator and Enforcement Officer position and all materials purchased by/belonging to the Village of Alanson.

**Zoning Administrator and Enforcement Officer Essential Functions and Responsibilities:**

A. Zoning Administration

1. Maintain a thorough familiarity with the Village of Alanson Zoning Ordinance and all related forms.
2. Is responsible for the overall administration and enforcement of the zoning ordinance.
3. Accepts and reviews building permit applications. Determines their compliance with the provisions of the zoning ordinance and the completeness of the applications.
4. Issues appropriate building permits when all provisions of the ordinance are in compliance and maintains a complete file of permits issued. Notifies applicant, in writing, if the proposed use is not in compliance with the ordinance standards, and assists with the appropriate alternative procedures, appeals, or any other administrative remedies necessary to attain compliance.
5. Performs inspections to insure land use changes comply with the zoning ordinance. The use of check lists and instruction sheets are encouraged.
6. Identifies, inventories, and monitors nonconforming uses.
7. Attends Planning Commission and Zoning Board of Appeals meetings, to report on zoning issues and advise on issues related to zoning administration. The issues may include but are not limited to: specific project proposals, special use permit applications, conditional use permit applications, zoning amendments, variances, and appeals. Evening meetings can be expected.
8. Use good written and verbal skills to communicate with permit applicants, related governmental agencies, and other offices as necessary.

B. Zoning Enforcement

1. Investigates alleged violations of the ordinance and advises landowners/applicants of necessary corrective measures. Keeps an inventory of said violations including dated photographs and/or other evidence.

2. Presents case facts and explains decisions of the zoning administrator to Village of Alanson Zoning Appeals Board.
3. Attends meetings and follows the directives of the planning commission and zoning appeals board.
4. Develops recommendations regarding zoning and other ordinance amendments, zoning permit fee structures, and zoning forms. May propose solutions to any problem encountered in administering village ordinances.
5. Coordinates the enforcement of all village ordinances with the enforcement of related land use statutes and codes by active cooperation with other agencies.
6. Testifies, if necessary, at public and judicial hearings.

#### C. Office Administration

1. Monthly submits transmittal of zoning permit fees collected by cash and check to the treasurer.
2. Submits copies of zoning and building permits to the tax assessor in a timely manner.
3. Maintains, administers, and follows procedures and policies established for the office.
4. Distributes zoning ordinances to the village council, planning commission, zoning board of appeals, and to the public.
5. Keeps the zoning map, text, and office records updated by recording all amendments and coordinates with the clerk to retain all official documents.
6. Submits a written monthly report to the village board one week in advance of their meeting and to the planning commission and appeals board one week in advance of their meetings. The Report will include a minimum of permits issued/denied, appeals, requests for amendments, and requests for variances. It also should include other pertinent zoning and administration activity and information.
7. Attends monthly meetings of the Alanson Village Council and possibly other board meetings when necessary.
8. Prepares and works with appropriate staff and officers (such as president, clerk, planning commission, etc.) to prepare, publish, post, send, and deliver public notices for meetings and hearings.

9. Submits a monthly itemized statement of all reimbursable expenses such as mileage. The village will not be responsible for office incidentals, fax, internet access fees, cell phones, or telephone fees except for which it provides at the village office.

#### D. Public Relations, General Assistance, and Personal Development

1. Ability to work and communicate with elected officials, appointed officials, and the public with appropriate etiquette and diplomacy.
2. Assists the general public, applicants, developers, and their representatives with zoning inquiries, proposals, and applications. Directs the individual(s) to the proper agency/agencies for other needed permits.
3. Addresses various service groups and works with the media concerning zoning issues within the municipality.
4. Attends professional schools, seminars and/or conferences to stay current with laws, zoning trends, and other information pertinent to zoning administration.
5. Be generally available to the public during business hours by telephone and email.

#### E. Other

1. Perform other duties and accept other responsibilities that may be directed or specified by the ordinances, policies, and procedures of the village.
2. The omission of specific statements of duties above does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### **Employment Qualifications:**

#### A. Education

1. The zoning administrator and enforcement officer should have the equivalent of the following training and experience:
  - a. Graduation from an accredited high school or GED.
  - b. Ability to understand architectural plans, construction documents, blueprints, and site plans.
  - c. A deductive, logical system of thought common in reading and interpreting legal documents.
  - d. An ability to read legal descriptions and similar documents pertinent to zoning administration.
2. Basic computer skills and knowledge in the use of word processing, email, data base, computer operating systems.
3. Possess the academic skills necessary to review and request implementation of new laws regarding zoning and pertinent to the village.

#### B. Experience

1. This is an entry level position in the field. Previous experience is helpful but not necessary.
2. Prefer working knowledge of zoning law or past experience as a zoning administrator.

#### C. Necessary Knowledge, Skills, and Abilities

1. Ability to work and communicate (written or oral) with other elected and appointed officials and the public with appropriate etiquette and diplomacy.
2. Telephone etiquette and skills.
3. Ability to speak before groups and organizations.
4. Knowledge of construction and construction terms as appropriate to zoning reviews.
5. Ability to pay close attention to details.
6. Must possess good organizational skills:
  - a. to prioritize and schedule work load appropriately.
  - b. to be able to work independently with little supervision.
  - c. to meet deadlines.
  - d. to keep good records.
7. Must have current, valid Michigan vehicle operator's license and provide own transportation.
8. Physical Requirements
  - a. Sitting at a desk to operate computers, review documents, and meet with public.
  - b. Prolonged walking over uneven terrain and on stairs; hand grip ability to pull one's self over obstacles in order to conduct and perform site inspections, specific studies, and property evaluations.
  - c. Periodic bending, stooping, and kneeling to move items weighing up to 60 pounds from the floor/ground to overhead to obtain stored records, books, files, move objects in the field, and to operate various field equipment (soil auger, shovel, tape measure, etc.).
  - d. Operating a vehicle (including at night) to attend meetings, site inspections, and other functions.
  - e. Working Conditions/Environmental Factors
    - i. Work inside in office conditions some of the time.
    - ii. Work outside some of the time despite weather conditions and exposure to environmental allergens.
    - iii. Regularly travel to locations throughout the village.
    - iv. Subject to irregular or extended working hours in order to meet schedules and respond to complaints as quickly as possible.
    - v. Subject to work related calls after hours.
9. Must have desire to attain/increase knowledge regarding zoning procedures.

**Selection Guidelines:**

- A. Rating of education and experience from cover letter and resume.
- B. References reviewed and checked.
- C. Oral interviews will be conducted.