



City of the Village of Douglas

Job Description

Planning and Zoning Administrator

Position Summary: The Planning and Zoning Administrator is an administrative officer / department head position in the City organization, appointed by the City Council per the City Charter, and receives supervision, evaluation, and direction from the City Manager. The individual in this position performs work functions and duties as set forth in the City Charter, Chapter VII, Administrative Services, Section 7.13, *Planning and Zoning Administrator*. Oversees areas of responsibility related, but not limited to, planning, zoning, code enforcement, grant management, community and economic development, and capital improvement planning.

Supervises: Works closely with contractual consultants assisting on planning, zoning, economic development, and community development functions. Oversees work tasks and staff assigned to the department.

Essential Job Functions: An employee in this position will be asked to do any or all, but not limited to, the following essential job function examples. To perform this job successfully, an individual must be able to perform the functions competently. The essential job functions include:

1. Administers and enforces the City's Zoning Ordinance and performs all duties assigned to the department by ordinance or by administration. Serves as the zoning enforcement officer.
2. Oversees the processing of complaints regarding code violations, nuisances, unsafe conditions, and related matters, and pursues enforcement action when necessary. This may include writing abatement letters and/or civil infraction citations. Issue all violation notices and orders to ensure compliance with zoning ordinances and prosecute as necessary.
3. Review and process all applications related to zoning compliance, site plans, special land use permits, zoning variances, and certificates of occupancy.
4. Assess all fees authorized by state statute, city ordinance, or city resolution.
5. Administers and supervises vendors providing construction code inspection and zoning compliance activities. This may require coordination with one or more private, contracted consultants.
6. Serves as the staff liaison on matters related to the Planning Commission, Zoning Board of Appeals, and Downtown Development Authority (DDA).
7. Serves as the liaison between local, state, and federal private sector organizations involved in community and economic development activities.

8. Provides appropriate staff assistance and advisement to all councils, boards, commissions, committees, authorities, and other City departments on matters related to development of the City.
9. Prepare documents, agendas, or supporting information for the City Council, Downtown Development Authority, Planning Commission, and Zoning Board of Appeals meetings.
10. Provides required and necessary public notifications on development issues, performs applicable professional functions, duties, and tasks to ensure citizen / public participation on issues and forms positive public relations regarding departmental programs and activities.
11. Make presentations before the City's Planning Commission, Zoning Board of Appeals, City Council, and other entities as needed.
12. Fosters and maintains positive public relations with the City Council, boards, commissions, committees, authorities, and staff, as well as the public, media, and all governmental entities and regulatory agencies at the local, regional, state, and national levels.
13. Guides development to align with the City's goals and vision and ensure compliance with the City's master plans and applicable regulatory ordinances. Explains alternative development methods and conducts field inspections of projects to ensure conformity to statutes and regulations.
14. Prepares, maintains, and interprets the City's master plans and zoning codes / ordinances; conducts research and prepares analyses and reports on demographic and land use issues; works closely with citizen groups, neighborhood and business associations on specific planning projects and activities.
15. Participates in the development and administration of the annual departmental operating and capital budget. Ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
16. Drafts revisions and amendments to the City's Zoning Ordinance and master plans.
17. Works with neighboring communities to draft and revise the Tri-Community Comprehensive Plan and coordinate additional planning activities as necessary.
18. Keeps abreast of changing regulations and policies through continued education and professional growth. Maintains cooperative relationships with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
19. Serves as City's liaison to the Downtown Development Authority Board and provides pertinent information, staff reports, and recommendations as needed to maintain and promote Downtown Douglas. Develops marketing programs, provides business support and site information to business prospects / developers, and assists businesses in efforts to locate, expand, or maintain operations in community TIF districts. Assists in implementation of TIF-related policies, programs, procedures, annual reports, etc.
20. Seeks opportunities for grants and prepares grant applications for a variety of community development projects on behalf of the City.

21. Keeps City Council, applicable staff members, and the general public informed as to the purpose and progress of the Downtown Development Authority as a means to create and reinforce a favorable attitude for economic and community development.
22. Seeks opportunities to partner with community groups to expand the quality of life available in Douglas regarding such areas as housing, health care, education, tourism, recreation, etc.

This list may not be inclusive of the total scope of the job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

Requirements:

The requirements listed below are representative of the minimum education, skills, abilities, qualifications, and experience necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. The qualifications should not be viewed as expressing absolute employment standards, but as general guidelines that should be considered along with other job-related criteria.

Education requirements include the following:

- A Bachelor's degree from an accredited college or university in Urban and Regional Planning, Urban Affairs, Public Administration, Business Administration, or closely related field.

Experience requirements include the following:

- Four (4) or more years of progressively responsible government experience (municipal preferred) in one or more of the following areas: Urban and Regional Planning, Community Development and Redevelopment, Site Plan Review, Zoning Administration, or closely related field.
- Thorough knowledge and understanding of applicable state statutes and local land use ordinances.
- Considerable knowledge of municipal operations as they relate to land development, stormwater management, utilities, roads, and construction.
- Good knowledge of public relations practices and personnel management.
- Experience in compiling and evaluating complex planning, land-use and zoning code guidelines and formulating policies, standards, and service recommendations.
- Experience in reading and interpreting civil engineered drawings, surveys, and construction documents.
- Experience in the use of office equipment and technology, including BS&A software, ArcGIS, Adobe, Microsoft Office 365, large format printers, and scanners.
- Ability to professionally and effectively communicate and present ideas and concepts verbally and in writing and make presentations in public forums.
- Ability to critically assess situations and solve problems and work effectively under stress, within deadlines and changes in work priorities. Efficient time management is a necessity.
- Ability to train, supervise, and evaluate work of others.

- Ability to perform extensive research, compile complex data, and prepare accurate records and reports.
- Ability to establish effective working relationships and use good judgement, initiative, and resourcefulness when dealing with the public, business, and community interests, elected officials, other employees, and professional contracts.
- Possess a positive attitude, ability to deal with adverse circumstances with tact and diplomacy and conduct self and office with professionalism.

Other General Requirements:

- American Institute of Certified Planners Certification as a professional community planner is highly desirable.
- Must hold a State of Michigan Vehicle Operator's License.
- Required to attend meetings outside of regular business hours, and training sessions, to remain current with job requirements, regulations, etc.

Physical Demands and Work Environment:

The physical demands and work environment characteristically described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to perform the duties of the job in a typical business office setting where they are required to sit, talk, hear, view, stand, and walk for potentially extended periods of time. Use manual dexterity to type or write, communicate with others in person, on the telephone, through e-mail, or written correspondence. The noise level in the work environment is generally quiet in the office and may be moderate in the field.

The employee is also required to perform site inspections in all types of weather during all seasons of the year, including construction sites or industrial facilities. These may involve extensive walking over areas with uneven terrain, climbing ladders, kneeling or crouching, and lifting up to 40 lbs. Exposure to inclement weather, moving mechanical parts, loud noise or machinery, chemicals or fumes, and other hazards may be associated with these types of work environments.

Approved:



Rich LaBombard
City Manager

1-20-23

Date