



**City of the Village of Douglas
Job Opportunity
Planning and Zoning Administrator
Full-Time Salaried Position: \$71,000-\$75,000 yr.**

The City of the Village of Douglas is seeking a full-time Planning and Zoning Administrator. This 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.

An individual in this position works closely with contractual consultants assisting on planning, zoning, economic development, and community development functions. Oversees work tasks and staff assigned to the department. See attached for a complete list of essential job functions and requirements.

Interested parties can submit their resume to Laura Kasper, Douglas City Clerk, by October 26, 2023, or until the position is filled. Please call 269-857-1438 ext. 106 with questions.

Physical Address:
86 W Center St.
Douglas, Mi 49406

Mailing Address:
PO Box 757
Douglas, Mi 49406

Email Address:
clerk@douglasmi.gov

The City of Douglas is an equal opportunity employer.



City of the Village of Douglas
Job Description
Planning and Zoning Administrator
Full-Time Salaried Position: \$71,000-\$75,000 yr.

Supervised by: Appointed by City Council on the recommendation of the City Manager. Reports to the City Manager.

Supervises: Private, contractual consultants. May assign work duties and special projects to the Executive Assistant in consultation and cooperation with the City Manager. Supervises and oversees work performed by an intern or planning student.

Position Summary: This is a department head position, appointed by the City Council and performs independent work functions and duties as set forth in Chapter VII, Administrative Services, Section 7.13, Planning and Zoning Administrator, of the City of the Village of Douglas' Charter:

The Planning and Zoning Administrator shall enforce the City zoning ordinances. He or she shall be appointed by the Council on the basis of education, ability, training, and experience. The Administrator shall perform such functions and duties as the City Council shall direct.

The Administrator shall:

- a) Issue all notices and orders to ensure compliance with zoning ordinances and prosecute as necessary.
- b) Process all applications related to zoning compliance, site plans, special land use permits, zoning variances, and certificates of occupancy.
- c) Prepare documents, agendas, and supporting information for the Planning Commission and Zoning Board of Appeals meetings.
- d) Assess all fees authorized by State statute, City ordinance or City resolution.
- e) Perform all duties assigned to the department by ordinance or administration and may act as zoning enforcement officer.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential functions. These functions include, but are not limited to the following:

1. Serves as the staff liaison to the Planning Commission, Zoning Board of Appeals, City Council, and Downtown Development Authority (DDA).
2. Guides development to align with the City's goals and vision as outlined in the Master Plan
3. Administers and enforces the City's Zoning Ordinance
4. Engages the public using tools to encourage public participation and forms positive public relations regarding departmental programs and activities.
5. Oversees the processing of complaints regarding code violations, nuisances, unsafe conditions, and related matters, and pursues enforcement action when necessary. This may include writing letters and writing civil infraction citations.

6. Drafts revisions and amendments to the City's Zoning Ordinance and Master Plan. Develops and administers the annual departmental operating and capital budgets. Ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Approves purchases and prepares departmental financial summaries as required.
7. 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.
8. 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.
9. Works with neighboring communities to draft and revise the Tri-Community Comprehensive Plan and coordinate additional planning activities as necessary.
10. Seeks opportunities for grants and prepares grant applications for a variety of community development projects on behalf of the City.
11. Writes notifications related to planning activities or developments.
12. Acts as a liaison between local, state, and federal private sector organizations involved in community and economic development activities.

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.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

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 accommodation may be made to enable individuals with disabilities to perform the job. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection and promotional criteria.

Education requirements include the following:

- A bachelor's degree from an accredited college or university in Urban Planning, Urban Affairs, Public Administration, Business Administration, or a 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 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 development, stormwater management, utilities, roads, and construction.
- Good knowledge of public relations practices and personnel management.
- Skill in compiling and evaluating complex planning, land-use and zoning code guidelines and formulating policies, standards, and service recommendations.
- Skill in reading and interpreting civil engineered drawings, surveys, and construction documents.
- Skill in the use of office equipment and technology, including BS&A software, ArcGIS, Adobe, and 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.
- Ability to train, supervise, and evaluate the work of others.
- Ability to attend meetings outside of normal business hours.
- Ability to perform extensive research, compile complex data, and prepare accurate records and reports, including financial analysis.
- 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 and good humor.

Other General Requirements:

- Earned AICP credentials is highly desirable.
- Must hold a State of Michigan Vehicle Operator's License.

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 function 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 he or she is required to site, use manual dexterity to type or write, visually review written documents, and 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 to view property, exposure to inclement weather, moving mechanical parts, loud noise or machinery, chemicals or fumes and other hazards associated with these types of work environment. This position requires you to have the mobility and stamina required to complete these types of site inspections.

- Ability to access and input information into a computer.
- Ability to lift and carry files and records weighing up to 40 lbs.
- Ability to retrieve and move books and indexes weighing up to 40 lbs.
- Walk and traverse outdoor terrain in a variety of weather conditions and during all seasons of the year.
- Climb ladders and step stools, kneel or crouch to place and retrieve files.
- Use manual dexterity to type with accuracy and proficiency.
- Sit, talk, hear, stand, and walk for extended periods of time.
- Prolonged sitting at a computer or participating in meetings.
- Visually review written documents and illustrations at close and distance viewing.
- Communicate with others in person, on the telephone, through e-mail, or written correspondence.
- Ability to remain outdoors in the field for extended periods of time.