

Job Title: Zoning Administrator and Code Enforcement Official

Reports To: Casco Township Board

Broad Statement of Responsibilities:

Performs professional work in administering the Township Zoning Ordinance and responds to inquiries regarding zoning and planning issues. Provides information and assistance to citizens concerning their permits and applications; Enforces Zoning Ordinance, land use regulations, and other Township Ordinances.

General Physical Requirements and Work Conditions:

Vocal communication is required for expressing or exchanging ideas by means of the spoken work; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Specific Duties and Responsibilities:

1. Explain and interpret Township Zoning Ordinance, Land Division Ordinance, Groundwater Testing Ordinance, Dangerous Building Ordinance, and others as required.
2. Review applications for building permits, including review of site plan and coordinates with Township Building Inspector to assure prompt examination and issuance of building permits.
3. Review applications for zoning variances; schedule meeting in coordination with Zoning Board of Appeals Chairman.
4. Review applications for re-zoning, Special Approval Uses, Site Condo Projects, Planned Unit Developments (PUD), subdivisions, coordinates public hearing with Planning Commission Chairman.
5. Coordinates with township staff in composing and mailing public hearing notices, posting of notices, and publication in newspapers and on the website.

6. Act as resource for citizens in responding to inquiries regarding zoning matters, procedural issues, ordinance interpretation, and inquiries from contractors and developers.
7. Perform on-site compliance inspections to verify if zoning requirements are met.
8. Maintain code enforcement files for all complaints and on-site inspections.
9. Enforce requirements of zoning ordinance, dangerous building ordinance, rental ordinance, and other ordinances first by administrative notice and then, Civil Infraction citation and then, if noncompliance continues, by attorney assisted District or Circuit Court complaint.
10. Investigate all complaints of alleged violations.
11. Provide reports to the Township Board, Zoning Board of Appeals, and Planning Commission regarding Zoning issues and as to the status of compliance for outstanding code violations. Provides technical assistance to the above entities.
12. Report all Dangerous Building Code enforcement activity to the Township Board and Dangerous Building Code Hearing Officer.
13. Attend Planning Commission, ZBA, and Township Board meetings.
14. Attend meeting, workshops, and classes as required or as requested by the Township Board.
15. Provides information and interpretation of zoning matters to the public, builders, architects and other interested parties.
16. Interprets Zoning Ordinance and makes recommendations to the Board and Planning Commissions. Prepares, researches and collects data for rezoning requests and amendments to the Zoning Ordinance.
17. Prepares data and staff reports for appeals, re-zoning and variance requests, special approval users, and other zoning related issues.
18. Consults code violators to resolve problems and correct deficiencies.
19. Prepares data for court and testifies on ordinance and code violations.
20. Answers general questions regarding legal descriptions, flood plain information, zoning, census, land use, land divisions and general community information.
21. Maintains all necessary records for day-to-day activities and permanent file.
22. Assists in developing long-range strategic plans.
23. Performs limited supervisory duties.
24. Prepares a variety of correspondence, agendas, reports, and updates.

25. Performs other duties as apparent or as delegated.

Knowledge, Skills, and Abilities:

- Considerable knowledge of planning and zoning.
- Working knowledge of industrial, residential, and commercial property development.
- Working knowledge of the government processes and services.
- Considerable ability to communicate effectively and diplomatically both orally and in writing with state and federal agencies, private businesses, elected officials, potential developers, Township staff, and the general public including formal presentations.
- Considerable ability to perform mathematical calculations, to analyze data, and to prepare reports.
- Considerable ability to safely operate a motor vehicle to attend meetings, and visit properties.
- Ability to work in an environment with a moderate noise level.
- Considerable ability to operate various types of devices, including cell phone, calculator, copy machine, and computer.
- Ability to use Computer Programs including but not limited to Microsoft Word, Excel, and Email.
- Must be easily accessible by cell phone.