JOB SUMMARY

The following is intended as a brief description of the duties, responsibilities, and requirements of the position listed above and is not intended to be all encompassing or all-inclusive.

Under the direction of the Planning and Zoning Manager this position provides professional, technical, and administrative assistance to the Planning and Zoning Department in community planning, zoning, community and historic preservation activities, and all other related projects and assignments. Use of professional judgment and latitude is exercised in carrying out assigned tasks and responsibilities.

ILLUSTRATIVE JOB DUTIES AND RESPONSIBILITIES

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which an employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Prepares and presents comprehensive oral and written reports and accompanying recommendations for community planning projects and activities through the analysis of physical conditions, demographic, socio-economic, transportation and other applicable information.
2. Aids in research for revisions to the City's Master Plan, Zoning Ordinance and Historic District Ordinance.
3. Participates in the Local Update of Census Addresses program and Census Count Committee.
4. Serves as the City's liaison to the Zoning Board of Appeals and the Historic District Commission. May assist other professional staff with research, analysis and reports as required.
5. Performs duties related to the City’s Certified Local Government Program with the Michigan State Historic Preservation Office.
6. Attends and participates in meetings of the Zoning Board of Appeals, Historic District Commission, Citizens District Councils, and other meetings. Communicates with board chairperson’s related to meeting agendas.
7. Assists Community Development Department with CDBG activities including assisting with environmental assessments and providing support to Citizens District Councils as assigned.
8. Responds to daily inquiries from the public and governmental agencies and reviews building permits, sign permits, and fence permits for zoning and code compliance.
9. Reviews a variety of applications for zoning compliance, including encroachment agreements, liquor licenses, secondhand stores, adult foster care homes and sidewalk cafes.
10. Performs other duties as required.

JOB REQUIREMENTS

The Community Development Director may accept any combination of experience, education, skills and certifications, or substitutions at their discretion.
The requirements listed below are representative of the knowledge, skills, abilities, and qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Knowledge of the principles and practices of community and historic preservation and public-sector planning.
2. Understand and properly interpret the City's zoning, land use, and other ordinances and codes.
3. Knowledge of research, planning and stewardship activities related to the management and preservation of historic structures.
4. Skilled at applying the criteria of the National Register of Historic Places in making decisions about management and preservation of historic structures.
5. Skilled at applying, interpreting, and explaining the Secretary of Interior's Standards for the Treatment of Historic Properties to property on.
6. Ability to participate in field inspections of contractor's work during construction phases.
7. Ability to use current computer software programs for written and graphic communication.
8. Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and City officials, and the public.
9. Excellent communication skills: ability to communicate effectively, both orally and in writing.
10. Understand and carry out oral and written instructions, as well as establish and maintain effective working relationships with other employees, the public officials, governmental agencies, and the public.
11. Analyze problems, identifies multiple solutions, and implements recommendations in support of goals.
12. Work effectively under time constraints and changes in work priorities with little or no supervision.
13. Assemble and organize resulting analysis, and to prepare and present reports from such information.
14. Initiate, organize and perform varied tasks and projects with minimal supervision, while meeting deadlines.

**Special Requirements:**

1. Flexibility of hours may be required to meet the needs of the Department, boards, and the public, which rely on the Planning and Zoning Department for technical support. Evening meetings are expected.

**EDUCATION AND EXPERIENCE**

The Community Development Director may accept any combination of experience, education, skills and certifications, or substitutions at their discretion.

Bachelor's degree from a four-year college or university in Planning, Public Administration, Landscape Architect, Geography or related field.

One (1) or more years of planning experience in local government; and/or an Associate’s degree (A.A) from a two-year college in Historic Preservation and two (2) or more years of experience in working with governmental or private non-profit boards or commissions on historic preservation issues.

Knowledge of Word processing, graphic presentation, BS&A software, Adobe Pro, database and spreadsheet software and general computer operation.
Must possess a valid driver’s license.

**PHYSICAL/MENTAL/VISUAL DEMANDS**

The physical demands and work environment characteristics 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.

Travel to site locations which may include industrial, commercial and/or construction sites; work is performed in an interior office environment, daily exposure to outdoor environment, exposure to inclement weather and possible hazardous materials, obnoxious smells, dirt, grime, heat, cold and dust. Ability to drive to inspection sites.

Must have the physical ability to enter and inspect hazardous locations, climb stairs and ladders, reach above and below shoulders, walk, kneel, bend, stand, twist, turn, stoop, and squat on a regular/repetitive basis. Light work: exerting 5-10 pounds occasionally, lifting 10-15 pounds over shoulder height occasionally. Ability to operate standard office equipment; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations.

Vision 20/20 corrected

____________________________  ____________________
Edward Bromberg                    Date
Director of Human Resources

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.