



PLANNING & ZONING ASSISTANT



ABOUT HUDSONVILLE

The City of Hudsonville is a growing community of 7,300 residents located in Ottawa County, MI.

Hudsonville is a community with strong family values, friendly people, well-kept neighborhoods, numerous parks, and a downtown business district which is currently undergoing a substantial revitalization.

JOB SUMMARY

Under the direction of the Planning and Zoning Director, the Planning & Zoning Assistant will perform a variety of responsible administrative support duties relating to the operation of the Planning & Zoning Department.

OUR CULTURE

The City of Hudsonville strives to make its employees feel safe, respected, valued and trusted. In order to maintain a positive culture and work environment, all employees are expected to exemplify common guidelines for attitude, communication, respect, and leadership.

A copy of the cultural guidelines will gladly be provided for your review!

To apply, submit a resume and job application to Patrick Waterman. Deadline to apply is February 1, 2019. Job information can be found at www.hudsonville.org



pwaterman@hudsonville.org



(616) 669-0200

RESPONSIBILITIES & DUTIES

An employee in this position may be called upon to do any or all of the following:

- Serves as a point of initial contact with the public regarding planning and zoning issues.
- Performs a variety of administrative tasks relating to the administration of the Planning and Zoning department. Such tasks include assistance with correspondence, processing and file management of planning and zoning applications and permits.
- Is responsible for preparation and publication of official notices related to planning and zoning applications.
- Provides assistance to the Planning and Zoning Director regarding enforcement of the city's ordinances including field inspections, enforcement letters and follow-up communication. Includes working with the Ottawa County Sheriff Department.
- Provides administrative assistance to the Planning Commission, Zoning and Construction Board of Appeals, including taking minutes and attending occasional evening meetings.
- Create maps with GIS software.
- Cover at front counter as needed.
- Performs other related tasks and work assignments as directed.



OUR IDEAL CANDIDATE

Our ideal candidate would care about the city of Hudsonville with particular interest in the city's future and how Hudsonville grows.

A positive attitude, strong attention to detail, organizational skills, and the ability to work independently and with others are important for this position.



EDUCATION & EXPERIENCE

An employee in this class should have the equivalent of the following knowledge, training, and experience:

- **Skill** in establishing and maintaining effective working relationships with fellow employees and the general public.
- **Knowledge** of modern office procedures and practices to efficiently process applications for department services.
- **Knowledge** and organizational skills relating to file and record management.
- **Possess** excellent written and oral communication skills.
- **Ability** to communicate well with the general public and to occasionally work with difficult people.
- **Skill** in operating personal computers, calculator and other standard office equipment.
- **Skill** in word processing and spreadsheet software programs.
- **Ability** to perform research.
- **Have** a basic understanding of site plans and maps. GIS knowledge is a plus.
- **Required training** includes graduation from high school or GED equivalent. Some appropriate college courses desirable. Has a valid Michigan Motor Vehicle Operator's License.



COMPENSATION & BENEFITS

This position pays \$15.57/hour

This position is up to 29 hours per week and does not include medical or retirement benefits.

The City of Hudsonville hosts a wellness program, which provides employees with access to an on-site fitness facility.

