

WE ARE HIRING

Join Our Team



ZONING ADMINISTRATOR

Salary Range: \$61,339 - \$82,162

The City Zoning Administrator is responsible for administering, analyzing and enforcing zoning ordinance provisions. They assist with developing, maintaining and implementing the City's Master Plan, and enforcing City codes related to blight prevention, and all other ordinances as required.



EXCELLENT BENEFIT PACKAGE

We offer an excellent benefits package which includes medical, dental, vision, life insurance, paid time off, and flexible spending accounts. Insurance premiums are currently paid 100% by the City. In addition, we offer up to 10% match to a defined-contribution retirement plan, and generous paid time off, including 13.5 paid holidays.

**For the full job description
and more information, visit:**

www.cityofgrandledge.com/jobs

GENERAL REQUIREMENTS

- Bachelor's degree in planning, land use/zoning, public administration or related field, or equivalent.
- 1+ years of work experience in municipal planning or zoning.
- Thorough knowledge of the principles and practices of municipal zoning administration.
- Thorough knowledge of planning and land-use issues.
- Enforces all codes and ordinances are required.
- Compliance with City Charter Sec. 7.12 Zoning Administration
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness.

**First Review of Resumes Begin
October 6, 2025**

TO APPLY: Submit application (on website), resume, five (5) professional references, and letter of introduction

Send complete resume package to:

Amea King, Assistant City Manager

✉ aking@cityofgrandledge.com

✉ 310 Greenwood St, Grand Ledge, MI 48837

APPLY TODAY!



NOTICE OF POSITION

September 10, 2025

TITLE: Zoning Administrator

COMPENSATION: \$61,339 - \$82,162

APPLICATION DEADLINE: Interested applicants should submit a completed application, resume, five professional references, and letter of introduction to Amee King, Assistant City Manager | 310 Greenwood St. Grand Ledge, MI 48837 | aking@cityofgrandledge.com. The first review of resumes will begin October 6, 2025.

COMPLETE APPLICATION AND DETAILS FOUND AT: www.CityofGrandLedge.com/Jobs

JOB SUMMARY & DUTIES: Under the general direction of the City Manager, administers, analyzes and enforces zoning ordinance provisions. Assists with developing, maintaining and implementing the City's Master Plan. Enforces City codes related to blight prevention, and all other ordinances as required.

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 the employee may be expected to perform.

1. Performs all duties according to City Charter Section 7.12. Zoning Administrator, and all other duties as may be prescribed by state law, and the ordinances and resolutions of the City Council, or as directed by the City Manager.
2. Assists the City Manager with various administrative tasks in support of zoning and development activities, preparing resolutions, memorandums, and correspondence. Advises and assists the City Manager on special projects and development concerns as requested.
3. Develops checklist of zoning requirements for public use, responds to requests for information. Assists residents in completing building permit and site plan applications. Evaluates, approves and forwards building and site permit applications.
4. Maintains all zoning-related records, including current, codified copy of zoning ordinance, district map, variance requests and records of complaint. Researches and drafts ordinances and prepares recommendations for zoning ordinance amendments.
5. Interprets, administers and enforces zoning ordinances. Investigates complaints and determines compliance through site inspections and document review.
6. Processes requests for the Zoning Board of Appeals and Planning Commission and ensures that all information is available prior to discussions concerning the request.
7. Serves as the City staff representative for the Planning Commission, the Zoning Board of Appeals and other governing bodies as required.
8. Enforces all codes and ordinances as required. Follows up on complaints and pro-actively enforces codes. Writes citations, re-inspects sites and issues additional citations if required. Maintains related records.
9. Assigns and changes addresses, coordinates address changes with Post Office and 911 system.

MINIMUM QUALIFICATIONS

- Bachelor's degree in planning, land use/zoning, public administration or related field, or equivalent.
- 1+ years of work experience in municipal planning or zoning.
- Thorough knowledge of the principles and practices of municipal zoning administration.
- Thorough knowledge of planning and land-use issues.
- Enforces all codes and ordinances as required.
- Compliance with City Charter Sec. 7.12 Zoning Administration
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness.