



## **JOB DESCRIPTION**

**TITLE:** Planner I/Zoning Administrator/SESC Operator

**DEPARTMENT:** Planning

**REPORTS TO:** County Planning Director

**PAY GRADE:** 7

## **SUMMARY**

Under the direction and supervision of the County Planning Director, and the indirect supervision of the Manistee County Planning Commission, provides a full range of entry level planning duties and zoning administration. Acts as point-of-contact for zoning issues and zoning processes. Receives and processes applications, prepares reports, maintains records, performs general bookkeeping and other tasks. Facilitates all planning-related meetings, including: Planning Commission, Zoning Board of Appeals, Historic District Commission, and Special Use Meetings. Assists the County Planning Director as requested with zoning amendment preparation, planning document preparation and other duties of the County Planning Department as requested.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Requirements include the following:

- Bachelor's Degree in planning or related field and some prior experience as a professional planner.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Michigan State University Extension Zoning Administrator Certificate Program following hire is preferred.
- State of Michigan Certification as a Construction Site Storm Water Operator following

hire is preferred.

- Experience and ability to utilize GIS software, Arc Map and other planning applications.
- Ability to read topographical and other maps and property descriptions.
- Thorough knowledge of the principles and practices of land use and urban planning and applicable local, state and federal laws, rules and regulations.
- Considerable knowledge of one or more specializations such as housing, zoning, historic preservation and economic development, research methods, mathematical and statistical principles related to urban growth and development, and planning and zoning enabling legislation.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected and appointed officials and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, GIS software, ArcMap and other software used by the Planning Department and the ability to learn new technologies.
- Ability to attend meetings scheduled at times other than normal business hours.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

1. Ensures the scope of services is being fulfilled within the zoning service contracts the County has with townships/villages/and City.
2. Develops regulatory zoning amendment language as needed for different zoning ordinances.

3. Reviews or assists in the review of moderately difficult development proposals and site plans for conformance with codes and plans as needed.
4. Prepares reports and logs on-going projects and processes for various local units of government who are under contract with the County of Manistee.
5. Evaluates or assists in the evaluation of local unit of government zoning ordinance amendments and other proposals.
6. Identifies areas of concern for continuing education and opportunities for knowledge base enhancement of board members.
7. Manages board continuing education as required through local jurisdictional contracts with the County.
8. Answers questions from the public, development community, and appointed and elected officials regarding zoning.
9. Acts as a liaison between citizens, community groups, government agencies, developers and elected/appointed officials during development processes.
10. Prepares notices for public hearings and meetings as a requirement of a development or approval process.
11. Prepares agenda and meeting packets for commissions and/or boards under contracted services for such service.
12. Conducts site plan visits as part of issuing and closing out (zoning) permits.
13. Provides information to the public and local elected and appointed officials regarding land use, development regulations and best practices in land use planning.
14. Assists in resolving citizen and customer issues.
15. Assists in the review and inspection of Soil Erosion Permit applications, Soil Erosion plans and sites for compliance with state statute.
16. Attends meetings during business hours and weekday evenings as needed, with potential for attendance at limited weekend events.
17. Performs other duties as required.

## **PHYSICAL REQUIREMENTS**

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

While performing the duties of this job, the employee regularly works both in an office and in the field. While in the office, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile both in an office setting and in the field with the ability to stand, sit, stoop and kneel, use hands to finger, handle, or feel, and reach with hands and arms. The employee must lift or push/pull objects of up to 20 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

## **WORKING ENVIRONMENT**

While performing the duties of this job, the employee regularly works both indoors and outdoors and regularly travels between work sites using a motor vehicle. The noise level in the work environment varies from quiet to loud.

Job Description Approved: \_\_\_\_\_

Job Description Revised: \_\_\_\_\_