



## NOTICE OF POSITION

December 4, 2025

**TITLE:** Zoning Administrator, Part-Time  
**COMPENSATION:** \$40.00 - \$50.00 per hour

**APPLICATION DEADLINE:** Interested applicants should submit a completed application, resume, five (5) professional references, and a letter of introduction to Amee King, Assistant City Manager | 310 Greenwood St., Grand Ledge, MI 48837 | [aking@cityofgrandledge.com](mailto:aking@cityofgrandledge.com). The first review of resumes will begin January 8, 2026.

**COMPLETE APPLICATION AND DETAILS FOUND AT:** [www.CityofGrandLedge.com/Jobs](http://www.CityofGrandLedge.com/Jobs)

**JOB SUMMARY & DUTIES:** Under the general direction of the City Manager, administers, analyzes, and coordinates enforcement of the zoning ordinance. Assists with developing, maintaining, and implementing the City's Master Plan. Coordinates and works closely with the Code Enforcement Inspector.

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 that the employee may be expected to perform.

1. \*Process all applications related to zoning compliance, site plans, special land use permits, and zoning variances.
2. \*Prepare documents, agendas, and supporting information for the planning commission and zoning board of appeals meetings.
3. \*Assess all planning and zoning fees authorized by State law, city ordinance, or city resolution.
4. \*Perform 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.
5. 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.
6. Develops a checklist of zoning requirements for public use, responds to requests for information. Assists residents in completing building permits and site plan applications. Evaluates, approves, and forwards building and site permit applications.
7. Maintains all zoning-related records, including a current, codified copy of the zoning ordinance, district map, variance requests, and records of complaints. Research and draft ordinances and prepare recommendations for zoning ordinance amendments.
8. Interprets, administers, and enforces zoning ordinances. Investigates complaints and determines compliance through site inspections and document review. Refers code violations to Code Enforcement Inspector

\*As required by City Charter Sec. 7.12. Zoning Administrator.

## MINIMUM QUALIFICATIONS

- Education requirements:
  - High School Diploma.
  - College/University courses desired in the applicable field. include a bachelor's degree in planning, land use/zoning, public administration, or related field, or equivalent.
- Experience requirements include one (1) year in municipal planning or zoning.
- A valid Michigan driver's license is required.
- Thorough knowledge of the principles and practices of municipal zoning administration.
- Thorough knowledge of planning and land-use issues.
- Skill in reviewing and interpreting site plans, blueprints, and specifications.
- Skill in operating office equipment, including computers and related software.