



Director of Planning and Zoning

Position in a
Great Work Atmosphere

Visit eastbaytwp.org
for details and application
Application period
Open Until Filled

Synopsis of Employment Listing for Director of Planning and Zoning

The Organization

East Bay Charter Township is an equal opportunity employer located southeast of Traverse City in Grand Traverse County. The Township offers a work atmosphere that values integrity, proficiency, hard work, and friendly service. Township offices are located at 1965 North Three Mile Road, Traverse City, MI 49696.

The Position

East Bay Charter Township is seeking a full-time Director of Planning and Zoning to lead its Planning and Zoning Department. Reporting to the Township Supervisor, the Director supervises department staff, including the Zoning Administrator, and provides professional planning support to the Township Board, Planning Commission, Zoning Board of Appeals, and the Corridor Improvement Authority.

The position oversees land use planning, development review, zoning administration, and implementation of adopted plans. The Director also manages assigned community projects and coordinates with consultants and regional partners on priorities such as transportation and trail connections, the US 31 Beach District Corridor Improvement Authority, and Redevelopment Ready Communities efforts.

Applicants must hold current AICP certification with experience in planning and zoning relevant and include work for or with a local government, which may include transportation or regional planning. A bachelor's degree in planning or a related field is required, as well as at least three years of experience. Supervisory experience, five or more years of relevant experience, and a master's degree are preferred.

The position is 40 hours per week during a four-day work week, Monday through Thursday, with office hours of 7 a.m. to 5:30 p.m. Evening meetings and occasional work outside regular office hours are required. The annual salary range is \$85,000 to \$105,000. The position includes a competitive benefits package with group insurance (health, dental, vision, life, and disability), paid time off including vacation and sick time, and a 457 Defined Contribution Plan.

Application is open until filled.

A complete application, cover letter, and resume must be received by either of the following methods:

1. Email Beth Friend, Township Supervisor, at bfriend@eastbaytwp.org with the subject line "Director of Planning and Zoning Application for Employment."
2. Mail or deliver a sealed envelope addressed to:
East Bay Charter Township
Attention: Beth Friend, Township Supervisor
1965 Three Mile Road North
Traverse City, MI 49696

For assistance or a reasonable accommodation in the application process, contact Beth Friend at bfriend@eastbaytwp.org.

**Position Title: Director of Planning and Zoning**

Full Time (40 hours per week) | Four-day work week

Reports To: Township Supervisor

Location: East Bay Charter Township

Wages: \$85,000 - \$105,000 annually

Application: www.eastbaytwp.org | Open until filled

Start Date: Upon mutual agreement

Broad Statement of Responsibilities

Directs the Planning and Zoning Department under the Township Supervisor. Supervises staff and advises Township boards and commissions. Oversees development review, zoning administration and enforcement, master plan implementation, and assigned community projects.

Specific Duties and Responsibilities

- Plans and directs department operations, assigns work, establishes priorities, monitors deadlines, and trains, mentors, and evaluates staff.
- Guides implementation and updates of the Township Master Plan and related plans; researches and recommends zoning ordinance amendments and planning policies.
- Oversees and participates in review of site plans, rezonings, special land uses, planned unit developments, land divisions, and appeals.
- Coordinates development reviews with the Zoning Administrator, engineers, legal counsel, consultants, and other agencies; meets with applicants to explain requirements and review procedures.
- Prepares and presents staff reports, findings, and recommendations to elected / appointed boards and commissions.
- Provides staff support to the Planning Commission, Zoning Board of Appeals, and Corridor Improvement Authority; oversees meeting materials, required notices, minutes, records, and decision correspondence with appropriate staff.
- Oversees zoning administration and enforcement with the Zoning Administrator, including inspections, complaint responses, documentation, and follow-up with legal counsel.
- Organizes public engagement, responds to inquiries, and explains planning and zoning matters clearly and impartially.
- Manages assigned projects, consultant services, schedules, budgets, and progress reports; supports capital improvements planning and grant applications and administration.
- Coordinates with Township departments and regional partners on transportation, trails, housing, infrastructure, natural resources, and redevelopment.
- Supports the Beach District Corridor Improvement Authority, economic development initiatives, and Redevelopment Ready Communities efforts as assigned.
- Prepares and monitors the department budget; maintains planning and zoning records, GIS information, and digital workflows; reports on department activity and performs related duties assigned by the Supervisor.

Knowledge Skills and Abilities Required

- Current American Institute of Certified Planners (AICP) certification.
- At least three years of progressively responsible planning and zoning experience, including work for or with local government. A bachelor's degree in planning or a related field is required. Five or more years of experience, supervisory experience, and a master's degree are preferred.
- Working knowledge of Michigan planning, zoning, land division, and relevant environmental requirements; ability to interpret ordinances, development plans, maps, and technical information.
- Ability to lead staff, manage budgets and projects, prepare sound recommendations, and meet deadlines while managing multiple assignments.
- Strong written, verbal, and public presentation skills; ability to work effectively with residents, applicants, consultants, employees, and elected and appointed officials, including in contentious situations.
- Proficiency with Microsoft Office, GIS tools such as Esri ArcGIS, and electronic records systems; ability to learn Township software.
- Valid driver's license and ability to travel to meetings and project sites; ability to perform essential functions with or without reasonable accommodation; adherence to Township employment policies.



EAST BAY CHARTER TOWNSHIP

Application for Employment

Please print clearly or type. Complete every section; write "N/A" where a question does not apply. A résumé may be attached but does not replace this application.

Equal Opportunity Employer

This Township is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law. Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer in writing within 182 days of the date that the need is known or should have been known.

1 POSITION

POSITION APPLIED FOR	DATE OF APPLICATION	DATE YOU CAN START
TYPE OF EMPLOYMENT ☐ Full-time ☐ Part-time	SALARY / WAGE DESIRED	

This application remains active for 3 months from the date of application. After that, you will need to reapply.

2 APPLICANT INFORMATION

LAST NAME	FIRST NAME	MIDDLE NAME
STREET ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE NUMBER ☐ Home ☐ Work ☐ Cell	EMAIL ADDRESS	

Do not include your Social Security number. It will be requested only from the successful applicant at the time of hire.

3 ELIGIBILITY & AVAILABILITY

Are you 18 years of age or older?	☐ Yes ☐ No	
Do you have a valid Michigan driver's license?	☐ Yes ☐ No	
Are you lawfully entitled to be employed in the United States?	☐ Yes ☐ No	
Are you currently employed?	☐ Yes ☐ No	
May we contact your present employer?	☐ Yes ☐ No	
Have you applied to this Township before?	☐ Yes ☐ No	IF YES, UNDER WHAT NAME AND WHEN?
Are there any hours or days of the week you cannot work?	☐ Yes ☐ No	IF YES, WHICH HOURS / DAYS?

4 EDUCATION

LEVEL	SCHOOL NAME & LOCATION	YEARS ATTENDED	GRADUATED?	DEGREE / SUBJECT / MAJOR
High School				
College / University				
Graduate School				
Specialized Training, Licenses or Certifications				

5 EMPLOYMENT HISTORY

List your current and most recent employers, beginning with the most recent. Include military and volunteer service if relevant to the position.

EMPLOYER 1 (current or most recent)

EMPLOYER NAME		TELEPHONE
ADDRESS		SUPERVISOR'S NAME
DATES EMPLOYED (MONTH / YEAR) From: To:	STARTING PAY	ENDING PAY
LAST POSITION HELD & RESPONSIBILITIES		
REASON FOR LEAVING		

EMPLOYER 2

EMPLOYER NAME		TELEPHONE
ADDRESS		SUPERVISOR'S NAME
DATES EMPLOYED (MONTH / YEAR) From: To:	STARTING PAY	ENDING PAY
LAST POSITION HELD & RESPONSIBILITIES		
REASON FOR LEAVING		

EMPLOYER 3

EMPLOYER NAME		TELEPHONE
ADDRESS		SUPERVISOR'S NAME
DATES EMPLOYED (MONTH / YEAR) From: To:	STARTING PAY	ENDING PAY
LAST POSITION HELD & RESPONSIBILITIES		
REASON FOR LEAVING		

May we contact the employers listed above?	☐ Yes ☐ No	IF NO, WHICH ONE(S)?
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6 MILITARY SERVICE

Do you have U.S. military experience?		☐ Yes ☐ No		
BRANCH	RANK	DATE ENTERED	DATE DISCHARGED	
HONORABLY DISCHARGED? ☐ Yes ☐ No				

7 CRIMINAL CONVICTIONS

Have you ever been convicted of a crime, other than a minor traffic violation? <i>Your answer will be considered only as it relates to the job. A conviction does not automatically bar you from employment.</i>	☐ Yes ☐ No	
IF YES, STATE THE OFFENSE / CITATION, DATE, AND PLACE WHERE IT OCCURRED		

8 SKILLS & QUALIFICATIONS

SPECIAL SKILLS, TRAINING, MANAGEMENT EXPERIENCE, EQUIPMENT OPERATION, OR OTHER QUALIFICATIONS THAT WILL HELP US CONSIDER YOUR APPLICATION

9 REFERENCES

List three people who are not related to you and whom you have known for at least one year.

	NAME	ADDRESS	TELEPHONE	RELATIONSHIP	YEARS KNOWN
1					
2					
3					

10 EMERGENCY CONTACT

NAME	RELATIONSHIP	TELEPHONE
ADDRESS, CITY, STATE, ZIP		

11 APPLICANT CERTIFICATION & AUTHORIZATION

Please read each statement carefully before signing.

I understand that before being offered employment, I may be asked to take an employment examination. If I have a disability that will affect my ability to take the test, I will inform the Township before the test is given so that a reasonable accommodation can be made. The Township reserves the right to require medical documentation regarding the need for accommodation.

I certify that the information in this application is true and complete to the best of my knowledge. I understand that falsified statements or omitted information may result in my application being rejected or, if I am employed, in termination.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages or salary, be terminated with or without cause, at any time, with or without notice.

I authorize investigation of all statements in this application for any employment-related purpose. I authorize the listed references and all employers, except those I specifically list below,* to provide the Township with any and all applicable information they may have, and I release these references and former employers from all liability for any information they provide.

* EMPLOYERS I SPECIFICALLY EXCEPT FROM THIS AUTHORIZATION

Applicant signature

Date

FOR TOWNSHIP USE ONLY

INTERVIEWED BY		INTERVIEW DATE
HIRED? ☐ Yes ☐ No	POSITION	STARTING DATE
WAGE	ADDITIONAL COMMENTS	