CITY PLANNER/ZONING ADMINISTRATOR

NATURE OF WORK

Position is responsible for professional work in the area of city planning, zoning and community development. Work involves researching and assessing community needs and resources, compiling and analyzing data, preparing recommendations, project components, and policy development. The individual may draft administrative guidelines and policies for review by department heads, prepare materials for grant requests, and are responsible for monitoring and evaluating departmental projects. Work will be performed under the supervision of the Public Works Director.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform)

1. Act as staff liaison to the Planning Commission and the Zoning Board and prepare staff communications and meeting agenda.

2. Act as one of the staff liaisons to the City Council. Prepare staff communications regarding planning and development to the City Council for all scheduled meetings. (bi-weekly)

3. Act as staff liaison to Muskegon County Equalization for all proposed and approved land divisions. (monthly)

4. Coordinate staff reviews from the Building, Fire, and Public Works Departments for all incoming site plan, special use permits, variance and land division applications for communication with developers and citizens. (weekly)

5. Prepares updates to the Master Plan/Comprehensive Land Use Plan for consideration.

6. Prepares agendas, maps, reports and other information for the planning and zoning processes.

7. Reviews and approves site plans for compliance with applicable codes.

8. Assists in the periodical update of the City's Open Space and Recreational Plan. (5 year increments)

9. Properly respond to zoning inquiries by phone, email, and in person.

10. Prepare and process amendments to the Zoning Ordinance as deemed necessary.

11. Monitor the status of approved site plans for compliance.

12. Review all residential construction site plans for compliance with the Zoning Ordinance.

13. Monitor violations of the Zoning Ordinance.

14. Prepare recreational grant applications.

15. Interact with the MI DEQ on critical dune and high risk erosion matters.

16. Provide addresses for new properties and parcel divisions.

17. Prepare and maintain various records and reports.

18. Perform related duties as required and directed.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES, SKILLS AND ABILITIES FOR EMPLOMENT

All of the following functions, qualifications, knowledges, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- **Knowledge** of principles and practices of current urban planning and design.
- **Knowledge** of federal and state grant funding programs.
- **Ability** to deal effectively with citizens and developers.
- **Ability** to see and hear well to complete duties 1-18.
- **Physically** mobile to complete duties outside of an office environment.
- **Ability** to deal effectively with stress and ability to meet specific deadlines.
- **Critical** thinking skills are required.
- **Graduation** with a Bachelor's degree from an accredited college or university in urban planning, urban design, or related area with 3 – 5 years of experience in a planning position, preferably with a municipality or government agency.
- **A valid** driver's license.

Approval:

3-19-2019

Personnel Director Date

3/21/19

City Administrator Date

3/22/19

Mayor Date

Revised March 2019

U:\Sue's Docs\Personnel\Job Descriptions\PLANNER.1995.doc