

Marion Township Zoning Administrator Position:

Company Mission:

Marion Township will provide high-quality public services, plan for the needs of our citizens, and promote a safe, healthy, and thriving community for all.

Job Description:

The Zoning Administrator manages the implementation of the Township's zoning and land development standards, while providing leadership to the Planning Division and Zoning Board of Appeals.

Essential Functions:

- Accepts and reviews complex comprehensive plan amendments, zoning map amendments, and requests for items appearing before the Board of Zoning Appeals.
- Performs field inspections to gather data relevant to the development review process and/or to verify that the development projects comply with approved plans and zoning ordinances.
- Provides interpretation on complex zoning and land development ordinances.
- Develops and maintains the Township's certificate of zoning compliance, summary plat review, subdivision and development review, manufactured home permitting, and zoning permitting process.
- Serves as a liaison between the Township planning division and other government agencies as appropriate.
- Supervises various planners by providing leadership and assisting with professional development of staff.
- Responds to zoning inquiries from the public and other applicable agencies.
- Assists with developing and drafting complex planning and zoning ordinances.
- Carries out all other task as applicable to ensure the successful implementation of the Township's zoning and planning ordinances.

Non-Essential Functions:

- Attends various meetings, trainings, and conferences, including evenings.
- Performs all other related duties as required.

Qualifications: Education and Work Experience:

- Prefer either a Bachelor's degree in Planning or related field and four years of professional planning experience, but not required.
- Supervisory experience is preferred.
- Candidate must possess a valid Michigan driver's license.
- Maintains a strong understanding of the Township's zoning and land development standards.
- Maintains a strong ability to review and interpret professional drawings and maps.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee will occasionally be required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- Must be able to reach, bend, stoop, carry, move and lift 10 lb. objects regularly.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Job Type: Full-time / 32 hours

Pay: \$50,000.00 - \$60,000.00 per year

Benefits:

- Health insurance
- Health savings account
- Retirement Benefits
- Paid Time Off
- Paid Holidays

Schedule: Monday – Thursday: 9am-5pm

Ability to Commute: Howell, MI 48843 (Required)

Work Location: In person at the Marion Township office.

Submit All Resumes to: supervisor@mariontownship.com & tammybeal@mariontownship.com

Application For Employment

Marion Township is an Equal Opportunity Employer and is committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Personal Information

First Name		Middle Initial	Last Name	
Address		City	State	Zip
Phone Number	Mobile Number	Email Address		
Are You A U.S. Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>		Have You Ever Been Convicted Of A Felony? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If Selected For Employment Are You Willing To Submit to a Pre-Employment Drug Screening Test? Yes <input type="checkbox"/> No <input type="checkbox"/>				

Position

Position You Are Applying For	Available Start Date	Desired Pay
Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal/Temporary		

Education

School Name	Location	Years Attended	Degree Received	Major

References

Name	Relationship	Company	Phone

Employment History

Employer (1)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Responsibilities

Employer (2)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Responsibilities

Employer (3)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Responsibilities

Employer (4)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Responsibilities

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Name (Please Print)	Signature
Date	