

Village of Fife Lake
JOB DESCRIPTION
ZONING ADMINISTRATOR

Reports to: Village President and Village Council

Position Summary:

It shall be the duty of the Zoning Administrator to receive applications for land use permits and issue or deny the same, to inspect buildings and structures; to determine compliance with the land use permits issued in compliance with the village Zoning Ordinance; and to be in charge of the enforcement of Village Ordinances. The Village Council may in its discretion instruct the Zoning Administrator to make effort to obtain compliance with the Village Zoning Ordinance. The Village Council may instruct the Zoning Administrator in writing to initiate legal action. Must maintain 2 office hours per week for zoning issues.

Essential Job Functions:

An employee in 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 which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Answers inquiries about building codes and zoning ordinances for owners, architects, engineers, elected officials, and realtors. Provides response to general inquiries and complaints, and explains division policy and procedure.
2. Supervises the inspection of all residential, commercial and industrial construction from pouring footings to issuance of certificates of occupancy, and conducts such inspections as needed. In charge of writing appropriate permit after inspection.
3. Establishes a proactive approach to public relations through contacts with citizens and community groups and participation in civic activities. Responds to inquiries, resolves citizen complaints and recommends remedial action.
4. Coordinates Village operations with other governmental agencies to reduce the duplication of effort, increase efficiency and maximize the availability of services. Participates in the negotiation and administration of mutual assistance agreements and contracts.
5. Functions as zoning administrator. Enforces Village ordinances and provides information on zoning and property maintenance code requirements. Oversees the processing and administering of all zoning appeals and variances, site plan reviews and issues pertaining to the zoning ordinance.
6. Inspection of properties throughout the Village for compliance with Zoning, Blight and Property Maintenance Code regulations, and initiates enforcement actions including issuance of civil infractions and court proceedings.

7. Serves as the Villages Zoning Administrator. Oversees and participates in the interpretation and enforcement of the zoning ordinance. Researches zoning code appeals and provides analysis for Zoning Board of Appeals.
8. Serves as Street Administrator for Michigan Department of Transportation purposes.
9. Attends Village Council meetings, or provides a written report at all council meetings.
10. Attends conferences, workshops, and seminars as appropriate.
11. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- At least two years' experience in zoning, building codes, fire prevention, and health and safety.
- A valid Michigan Vehicle Operator's driver's license, a satisfactory driving record, and the ability to maintain one throughout employment.
- **Knowledge of Michigan Zoning, Planning, and Land Use Acts.**
- Skill in the use of office equipment and technology, including Microsoft Suite applications and software specific to the department; and the ability to master new technologies.
- Skill in interpreting, applying and enforcing applicable codes and ordinances.
- Ability to perform reviews of permit applications, blue prints and inspections of construction sites.
- Ability to communicate effectively, present ideas and concepts orally and in writing, and make presentations in the public forum.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts, elected officials, and the public in a variety of cooperative and contentious situations.
- Ability to critically assess situations, effectively plan and implement plans, and work effectively under stress, with deadlines and changes in work priorities.
- Ability to attend meetings scheduled at times other than normal business hours, travel to other locations and respond to emergencies on a 24-hour basis.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 is frequently required to stand, walk, climb stairs, use hands and fingers, reach with hands and arms, talk and hear. The employee is frequently required to communicate by telephone, read regular and small print, use limited mobility in an office setting and view and prepare documents and reports. The employee is required to sit, stoop and crawl as necessary to observe building components. The employee must lift or push/pull items objects of up to 50 lbs. without assistance. Accommodation will be made, if needed, for employees required to lift or move objects that exceed this weight.

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.

January 12, 2017