

DIRECTOR OF ZONING & PLANNING:

Dexter Township Washtenaw County

Dexter Township is seeking applicants for the position of DIRECTOR OF ZONING & PLANNING (DZP). Salary range for this FLSA-exempt position is from \$45,000 to \$65,000, depending on qualifications. Dexter Township doesn't provide any health insurance, so a monthly payment in lieu of benefits is also available, in addition to paid time off and paid holidays.

The DZP reports to the Township Board of Trustees through the Township Supervisor and is responsible for overall direction and management of the Zoning and Planning Department, administration and enforcement of applicable local zoning related ordinances, including anti-blight and dangerous building ordinances, and coordination of development review processes involving various outside agencies, departments, consultants, Planning Commission (PC) and Zoning Board of Appeals (ZBA). While the major concentration is on zoning and related issues, the DZP will also represent the Township to coordinate with a planning consultant for Master Plan review, as well as Zoning Ordinance amendments and/or replacement. The DZP is responsible for preparing and monitoring the annual department budget, and provides direct supervision of the Zoning Enforcement Officer and support staff.

The DZP is required to attend all meetings of the Township Board, PC and ZBA, which are generally evening meetings. Other meetings outside normal business hours may also be required. The DZP is also required to make regular field inspections.

Minimum qualifications include a Bachelor's degree in an area related to job responsibilities, or substantial job-related experience, and a high level of proficiency in the use of Microsoft Office applications, BS&A Tax and Assessing programs, and GIS programs, as well as a good background in general computer knowledge. Additional minimum requirements include the ability to interact with the public, officials and staff in a manner that reflects positively on Dexter Township and the ability to work with surveys, site plans and building plans. The applicant must also possess a valid Michigan driver's license.

Visit www.dextertownship.org for full job description.

Send resume and cover letter to Harley B. Rider, Supervisor, Dexter Township, 6880 Dexter-Pinckney Rd., Dexter, MI 48130 supervisor@dextertownship.org. Position open until filled.

DEXTER TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER.