

## **TITLE: DIRECTOR of ZONING and PLANNING**

**Responsibilities - General:** The Director of Zoning and Planning is responsible for overall direction and management of the Zoning and Planning Department with an emphasis on Zoning, serves as staff liaison to the Planning Commission and the Zoning Board of Appeals, and is directly responsible to the Township Board of Trustees, through the Township Supervisor. The Director of Zoning and Planning is also responsible for the following: liaison with Planning Commission and/or Planning Consultant for review and maintenance of comprehensive general development plan (Master Plan); administration and enforcement of applicable local zoning related ordinances; coordination of development review process involving various outside agencies, departments, consultants and Planning Commission. The Director of Zoning and Planning is also responsible for the supervision, evaluation and discipline of zoning department personnel.

**Authority:** Under the direction of the Township Board of Trustees, the Director of Zoning and Planning shall exercise the authority granted to this position and the positions of Zoning Administrator and/or Zoning Inspector, by the Dexter Township Zoning Ordinance and all applicable Michigan Statutes, including but not limited to the Township Rural Zoning Act, as well as all other authority appropriately and lawfully granted by the Township Board of Trustees and applicable statutes and ordinances.

**Compensation:** The position is a full-time salaried FLSA exempt position. Dexter Township provides paid time off (PTO), but does not provide health insurance, though a payment in lieu of benefits may be available. Salary is established annually by the Township Board and is dependent on experience.

### **Minimum Qualifications:**

- Possess a valid Michigan Operator's license with no more than four (4) current points and no violations which are subject to more than four (4) points based on the point system provided for in the Michigan Motor Vehicle Code.
- Bachelor's degree from accredited four-year college or university with concentration of studies related to the job responsibilities, though demonstrated relevant experience may be substituted for a formal degree.
- Good command of the English language.
- Demonstrated ability to understand and interpret blue-prints, building plans, survey drawings with legal descriptions and related engineering drawings.
- Ability to understand and interpret the various Township Ordinances and applicable state laws, including the Zoning Ordinance, Anti-Blight Ordinance, Township Rural Zoning Act, and others.
- Ability to draft and monitor Development Agreements.
- Ability to plan, direct, organize, schedule, supervise and complete work assignments in a timely fashion.
- Ability to work independently without supervision and in an environment in which interruptions may occur.

- Possess a high level of analytical skill as well as ability to comprehend, interpret and process detailed information and data.
- Must be able to work a minimum of 40 hours per week and attend all necessary board meetings as directed by the current ordinance and Board of Trustees.
- Ability to effectively communicate with the public, Township officials and other government officials, both orally and in writing, in a manner that reflects positively on Dexter Township
- Ability to investigate and gather evidence of possible ordinance violations.
- Ability to be bonded as may be required by the Township.
- Ability to physically inspect building sites, both developed and undeveloped, at all times of the year.
- Ability to operate DOS/Windows based computers using Microsoft Office, BS&A and GIS applications.
- Ability to operate digital photographic camera equipment.
- Ability to work office and field hours consistent with the needs of the public, including regularly scheduled hours during the weekday, as well as weekend and evening hours, as reasonably necessary.
- Ability to understand, prepare and monitor Zoning and Planning Department's portion of the Township Budget, and to prepare the annual budget request for the Zoning Department, Planning Commission and Zoning Board of Appeals.
- Ability to supervise one (1) or more employees, including fair and objective evaluation of employee(s).
- Ability to provide fair and objective counseling and remedial training of subordinate employees.

**Preferred Additional Qualifications:**

- At least four years demonstrated experience in a profession related to job responsibilities.
- Familiarity with geography and neighborhoods of Dexter Township.

**Duties:** The Director of Zoning and Planning shall:

1. Administer and enforce the provisions of the Dexter Township Ordinances, including by way of example, but not limitation: Zoning Ordinance, Dangerous Building Ordinance and Anti-Blight Ordinance.
2. Maintain accurate and current records of all ordinance matters, including but not limited to zoning applications, variances, enforcement actions, complaints and correspondence.
3. Establish and maintain regular office hours consistent with the terms of annual employment agreement. When necessary and by appointment, provide an opportunity to meet with citizens on Saturdays and weekday evenings. When not in the office during normal

business hours the Ordinance Administrator shall be reasonably available for phone calls and/or text messages from Township officials and staff.

4. Inspect and process applications and plans for zoning permits, variance requests, conditional use permits, site plans, rezoning requests, ordinance change requests, land divisions, private roads, temporary dwellings, and other applications required by the various Township Ordinances, for compliance with the respective ordinance. Work with the applicant to ensure that the application(s) comply with the requirements of the various ordinances and the practice of the approving/recommending board or commission. Accept such applications when complete, and/or in accordance with the provisions of the various ordinances.
5. Review site plans and consults with developers and appropriate reviewing agencies to ensure quality and compliance with policies, regulations, ordinances and modern planning/zoning standards.
6. Draft Development Agreements, monitor for compliance, and recommend modifications as may be necessary.
7. Prepare case files and publication notices to property owners (with aid of Office Manager or other office staff as may be necessary).
8. Make recommendations to Planning Commission, ZBA and Township Board based on professional planning principles and the comments of the other reviewing agencies.
9. Collect fees consistent with the Fee Schedule established by the Township Board. Maintain detailed records of fees collected and remit said fees to the Township Treasurer on a regular and timely basis, and recommend modifications to the fee schedule as may be necessary.
10. Derive, assign and record street address numbers where required and report such assignment, in writing, to the appropriate postal office, fire department and utility companies.
11. Conduct preliminary and final on-site inspections and other inspections as needed to ensure compliance with applications, issued permits and applicable ordinance(s). Conduct regular field inspections to identify possible ordinance violations. Provide photographic documentation of all final inspections and other inspections as needed.
12. Respond to requests and concerns of citizens and officials of other governing/regulating bodies and conduct inspections for possible ordinance violations.
13. Counsel and advise Planning Commission, ZBA, Township Board, developers, property owners, realtors and others in various Zoning and Planning matters; represent the Township interests regarding legal action (along with Township Board) involving zoning ordinance violations.
14. Direct or participate in studies regarding development in the Township; prepare reports and make recommendation to the Planning Commission, ZBA and to the Township Board, as may be necessary or requested.
15. Prepare monthly written reports of zoning, anti-blight, and other ordinance related activities for presentation to the Township Board, Planning Commission and Zoning Board of Appeals, and present the reports to the appropriate official for inclusion at the Township

Board meeting the month following the month being reported, and the Planning Commission and Zoning Board of Appeals meetings immediately following said Township Board meeting.

16. Attend, or provide official representation at, all regularly scheduled Township Board meetings, all regularly scheduled Zoning Board of Appeals meetings and all regularly scheduled Planning Commission meetings, as well as special meetings as requested by the chairperson of the appropriate board/commission.
17. Prepare the annual budget request for the Zoning Department, Planning Commission and Zoning Board of Appeals, monitor those annual budgets and provides various periodic reports to the Planning Commission and Township Board on department activities and expenditures/revenues.
18. Coordinate with the Township's Planning Consultant to recommend and prepare requested or needed resolutions for amending ordinances as may be deemed necessary.
19. Consult with the township attorney on ordinance matters and provide investigative and evidence gathering services for the prosecution of ordinance violations; issue Ordinance Violation Appearance Notices as appropriate; attend court hearings and provide testimony as required.
20. Process tax abatement applications as submitted from time to time; review applications for and issues permits for special/seasonal sales activities/events within the Township according to the provisions of applicable ordinances and established procedures.
21. Maintain regular contact with Township Supervisor and the Township Executive Committee regarding enforcement activities and other activities of immediate concern.
22. Interview applicants for the position of Ordinance Officer, support staff and Zoning Intern and make recommendation to the Township Board for hiring of Ordinance Officer(s), support staff and intern(s).
23. Supervise the activities of the Ordinance Officer(s), support staff and intern(s), evaluate the performance of the Ordinance Officer(s), support staff and intern(s), provide and document appropriate feedback on performance of the Ordinance Officer(s), support staff and intern(s) to the individual, as well as to the Township Supervisor, and provide counseling and guidance to the Ordinance Officer(s), support staff and intern(s) as needed and appropriate.
24. Coordinate and schedule training for the Ordinance Officer(s), support staff and intern(s) as needed and within the guidelines of Township Policies and the annual budget
25. Perform other related duties as directed by the Township Board of Trustees and/or Executive Committee