

Sylvan Township, 18027 Old US 12, Chelsea MI 48118

Position: Zoning/Planning Permit Technician – Job Description and General Duties

Employment Status: Part-time

Supervised by: Planning and Zoning Director /Administrator

Hours in Office: Mondays and Wednesdays 9 until noon (other hours as required - total 6-10 per week)

JOB SUMMARY:

The Zoning Technician carries out responsibilities under the general supervision of the Planning and Zoning Administrator who determines general and specific assignments. After initial assignments are given, duties are carried out by Technician who is capable of independent judgment and decision making with minimal supervision. Employee may be required to prepare reports and type materials in proper format and free of error. The Zoning Technician will consult with the Planning and Zoning Director when complex decisions are necessary.

The Zoning Technician will be required to speak with residents and others; determine their needs; work with the Planning and Zoning Administrator to issue zoning permits; and if necessary may refer them to the person or agency that can assist them. The Zoning Technician should have knowledge of the zoning requirements and the required job vocabulary. Common sense and an understanding of the Municipal Code is necessary to handle various situations that arise.

PRIMARY DUTIES & RESPONSIBILITIES:

- Performs routine office tasks in designated program areas; including data entry; file management; copying; managing department calendar; answering telephone; and prepares mailings.
- Maintains tracking systems, hard copy files and records.
- May be required to provide information and advice to property owners, contractors, developers, engineers, architects, and others regarding zoning ordinances, and appeals procedures.
- Reviews zoning permit applications to assure compliance with requirements such as use, setback, bulk, placement, lot coverage and floor to area ratios for construction/remodeling/land use changes.
- Prepares public notices or property owner verifications.
- Assists in the preparation of packets for boards and commissions.
- May be required to research and compile information on a variety of planning issues from multiple sources.
- Prepares maps, charts, tables of limited complexity.
- Performs other duties as assigned.

JOB QUALIFICATIONS:

- Graduation from a 2 year college or university with a degree in land planning, public administration, or paralegal studies or closely related field is preferred.
- One (1) year planning/zoning code enforcement, building inspection, flood plain management or other related field.
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.

- Exceptional organization, time, and project management skills.
- Ability to work on several projects or issues simultaneously.
- Knowledge of planning principles and practices, including pertinent specialties preferred.
- Ability to communicate orally and in writing with residents, contractors, and consultants.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, internet applications, and GIS.
- Problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Ability to review site plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Valid Michigan Driver's License.
- Mental ability to adapt and respond to multiple priorities and demands, work on tasks requiring accuracy and attention to detail, and handle pressures related to meeting deadlines and responding to problem situations in a positive manner.
- Able to establish and maintain effective working relationships.

PHYSICAL DEMANDS:

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to and fingers to feel or operate objects, tools or controls; and reach with hands or arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds, Specific vision abilities required by this job include close, distant, color and peripheral vision. Depth perception and the ability to adjust focus.
- Able to speak clearly and in positive or negative situations.