

ZONING ADMINISTRATOR

Job Description

General Supervision:

Under the direction and supervision of the Town of Rock Board and Planning Commission, the Administrator administers the Zoning Ordinance, as written, without authority to deviate from the Ordinance.

Essential Functions and Responsibilities:

A. Zoning Administration

Must become thoroughly familiar with the Zoning Ordinance and appropriate forms.

Responsible for the overall administration and enforcement of the Zoning Ordinance.

Accepts and reviews zoning land use permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the application

Issues the appropriate zoning land use permit within five days, when all provisions of the Ordinance are in compliance and maintains a complete file of permits issued. Notifies applicant in writing, if the proposed use is not in compliance with ordinance standards and assists with an appropriate/necessary action to attain compliance.

Performs periodic checks of all properties to ensure land use changes are in compliance with the Zoning Ordinance. The use of check lists and instruction lists is required

Identifies, inventories, and monitors nonconforming uses 1) identified during periodic checks or 2) alleged by resident complaints

Attends Planning Commission meetings, as needed to report on zoning issues and advise on issues related to zoning administration. Evening meetings could be necessary. Periodic Township Board meeting attendance is required when Township Board is voting on a zoning issue.

Conducts technical reviews, site inspections, and makes staff reports to the Planning Commission, Township Board, and Zoning Board of Appeals on specific project proposals such as, but not limited to, site plan review applications, special use permit applications, zoning amendments (including rezoning and conditional rezoning), variances, and appeals. Ability to write with clarity, to carry basic communications with permit applicants, related government agencies and other offices as necessary.

B. Zoning Enforcement

Investigates alleged violations of the Ordinance and advises landowners/applicants of necessary corrective measures, keeps an inventory of said violations, including dated photographs and/or other evidence.

Presents case facts and explains decisions of the Zoning Administrator's office before the relevant body/commission.

Attends meetings of the Planning Commission, the Zoning Board of Appeals, and (when needed) the Township Board

Follows directives of the Township Board, Planning Commission and Zoning Board of Appeals.

Coordinates the enforcement of the zoning ordinance with the enforcement of other related land use statutes and codes by active cooperation with other appropriate agencies.

C. Office Administration

Submits one copy of the zoning land use permit applications to the tax assessor in a timely manner.
Submits one copy of the zoning land use permit applications to the appropriate building inspector.
Administers and follows procedures and policies established for the office.

Maintains an up-to-date copy of the Zoning Ordinance for distribution to township personnel and residents upon request.

Keeps the zoning map, text, and office records up -to-date by recording all amendments and retaining all official documents; and makes copies of the zoning ordinance available to the public. Will also be available on the Town of Rock website.

Works with the appropriate staff or offices (such as but not limited to, Township Clerk, Planning Commission, Zoning Board of Appeals,) to prepare, publish, post, send and/or deliver public notices and/or meetings and hearings.

Presents a report to the Town Board of the monthly activities.

Maintains a written summary of permit issues/denials, appeals, request for amendments, request for variances, and other pertinent zoning administration information.

Attends meetings of the Township Board, as necessary, usually evening meetings.

D. Public Relations, Assistance, Personal Development

Ability to work and communicate with elected and appointed officials, and the public, with appropriate etiquette and diplomacy.

Assists the general public, applicants, developers, and their representatives with zoning inquiries, proposals, and applications. Directs the individual(s) to the proper agency/agencies for other needed permits.

Attend seminars, and/or conferences as needed to stay up-to-date on laws, zoning trends, and other information pertinent to zoning.

Be accessible to meet with the public.

E. Other

Performs other duties as may be specified by the Zoning Ordinance.

Accepts other responsibilities as may be directed by the Planning Commission or Township Board.