6042 Acme Road, Williamsburg, MI 49690
Tel. 231-938-1350 Fax 231-938-1510 www.acmetownship.org

Acme Township is seeking a Staff Planner / Zoning Administrator:

Acme Township, Grand Traverse County is now accepting applications for the position of Staff Planner/Zoning Administrator. This is a fulltime position with benefits. A minimum requirement of five years of planning and zoning experience is required. A degree in Planning is desirable but not required. A complete job description and required application form can be obtained by accessing www.acmetownship.org/planningzoning.htm. Please submit a cover letter, a detailed resume and references along with the required application in person or by mail at 6042 Acme Road, Williamsburg MI 49690 or by e-mail to the Township Supervisor at wjktcm@gmail.com. The deadline to apply is 4:00 p.m. Friday March 18.

If you have any question, please contact Wayne J. Kladder, supervisor Acme Township at (231) 938-1350 or e-mail wjktcm@gmail.com

Acme Township Job Description

Position Title: Staff Planner & Zoning Administrator
Reports To: Township Manager
Overview: Serves as staff to Planning Commission and Zoning Board of Appeals. Works with public, Planning Commission, other government agencies, and consultants as needed in the implementation and revision of the Master Plan. Acts as Zoning Administrator and is responsible for the administration and enforcement of applicable local ordinances and state laws. Coordinates development review processes involving various outside agencies, departments, consultants, public and Planning Commission.

Responsibilities:

1. Directs or participates in studies regarding development in Township; prepares reports and makes recommendations to the Planning Commission, ZBA and Township Board.

2. Reviews site plans and consults with developers and appropriate reviewing agencies to ensure compliance with township Master Plan, policies, regulations, ordinances and modern planning standards.

3. Receives and processes zoning variance request applications, land division requests and development plans; prepares case files and publishes notices as necessary; makes recommendations to the Planning Commission, ZA and Township Board based on professional planning principles and comments from other reviewing agencies.

4. Assists in monitoring Planning and Zoning department annual budget.

5. Recommends and/or prepares requested or needed ordinance amendments.

6. Counsels and advises Planning Commission, ZBA, Board of Trustees, potential developers, property owners, Realtors and the general public in various planning and zoning matters; participates in representing township in legal action involving zoning ordinance violations.

7. Prepares monthly activity reports for Planning Commission and Board of Trustees, and special reports and studies as requested by your immediate supervisor, Planning Commission, ZBA or Board of Trustees.

8. Maintains billing records for planning and zoning issues according to established township fee and fee escrow policies, bills applicants at least monthly ensure accounts are kept current and funds received are handled in a timely and appropriate manner.

9. Updates and maintains complete and organized physical and digital planning and zoning files and data.

10. Assists with answering office phones and greeting walk-in traffic when primary staff responsible for these functions is unavailable.

11. Assists in identifying, applying for and securing grant funding for planning & zoning projects.

12. This list of responsibilities is not exhaustive and may be supplemented from time to time.

Knowledge, Skills & Abilities:

1. Minimum of 5 years of relevant experience required. Degree in Urban Planning desirable but not mandatory.

2. Excellent written and oral communication skills for dealing effectively with developers, landowners, the general public, attorneys, engineers, public agencies, Realtors and other township staff and elected and appointed officials at all levels and for preparing ordinances, resolutions, recommendations, site plans reviews and various other reports and memoranda.

3. Excellent interpersonal and conflict management/resolution skills for interacting with individuals who may be upset, frustrated and/or lacking knowledge regarding the township planning process. Ability to work well with others in an environment that can be noisy and lacking privacy.

4. High level of analytical skills, with ability to accurately comprehend, interpret, and process detailed information and data.

5. General mathematical/geometric ability.

6. Excellent computer skills, with particular proficiency in Windows Word, Excel, PowerPoint, Access, and Internet use. GIS skills highly desirable.

7. Strong customer service orientation.

8. Ability to plan, organize, schedule, supervise and complete work assignments on a timely basis in an environment where there are constant interruptions to achieve department goals.

9. Valid driver’s license with good driving record to meet travel requirements. Position requires significant driving within the Township to perform enforcement activities, regionally to attend meetings, and statewide to attend meetings and training.

10. Position requires sitting and operating a computer for extended periods of time. May occasionally require lifting boxes, supplies or office equipment of up to 50 pounds to waist or overhead levels. Site inspections and enforcement activity requires the ability to maneuver on all types of terrain.