

**ACME TOWNSHIP
PERSONNEL COMMITTEE
6042 Acme Road
Williamsburg, MI 49690**

**Thursday, November 17, 2022
10:00 a.m.**

Agenda:

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Approval of Agenda
5. Minutes stand to be approved from October 27, 2022, unless there are changes
6. Continued discussion on addition of an Assistant for Lindsey Wolf, Zoning Administrator;
Board approved this new position at its November 1, 2022, Regular Board Meeting
7. Public Comment

Adjourn

Acme Township, Planning & Zoning - Summary Overview Chart UPDATED -- Nov. 7, 2022

Chart illustrates leadership role of Administrator, supporting role of Assistant, enforcement role of Code Officer -- with key examples, but not exhaustive detail.

PLANNING & ZONING ADMINISTRATOR	ASST, ZONING & SPECIAL PROJECTS	ENFORCEMENT OFFICER, ZONING
<p>Key Job Responsibilities</p> <ul style="list-style-type: none"> • Serves as Township's go-to expert on Acme Township Zoning Ordinance for/to all audiences. • Represents Department as subject matter expert at Board, Planning Commission, ZBA mtgs. • Proactively recommends solutions to ordinance-related issues. • Maintains Master Document of historical and proposed changes. • Ensures approved Projects are in compliance with conditions of approval. • Receives, oversees processing of zoning applications including land use, special use, site plan review, ZBA, short-term rentals, and more. • Performs inspections to ensure land use changes comply with Zoning Ordinance. • Directs proactive identification, inventorying, and monitoring of non-conforming uses. • Directs enforcement actions. • Researches, writes reports to inform audiences. • Ensures all related files are complete and accessible, with supporting documentation. • Manages Department's annual budget. <p>Preferred Qualifications</p> <ul style="list-style-type: none"> • Planning degree; minimum 5 yrs experience. • Outstanding verbal, written communication skills to all -- Public, Officials, Developers, and more. • Responsiveness to all audiences. • Comprehensive knowledge of: Planning -- theory, principles, techniques; federal, state, local laws. • Excellent time management, organization skills. <p>Physical Demands</p> <ul style="list-style-type: none"> • Work performed in office environment, daytime/evening meetings, at development sites. • Bad weather, uneven terrain are expected issues. 	<p>Key Job Responsibilities</p> <p>Zoning Examples</p> <ul style="list-style-type: none"> • Assists P&Z Admin in responding to Public on frequently-asked questions re Zoning Ordinance. • Works, as directed, to issue permits and maintain files with supporting documentation. • Maintains variety of logs and records re inspections, enforcement activities. • Proactively assists P&Z Admin to identify non-conforming uses in Township. • Helps to inventory, monitor non-conforming uses. • At P&Z Admin's direction, prepares board packets and other communications. • Posts P&Z information to web site within deadlines; also serves as backup for Township's Admin Assistant for posting township information. <p>Special Project Examples</p> <ul style="list-style-type: none"> • Manages, implements, oversees special projects for Supervisor, Clerk's Office, when assistance is needed such as: handling urgent influx of cemetery requests; coordinating FOIA requests; assisting with elections -- processing applications, issuing ballots, etc; managing web site and resolving issues; drafting "thank you" notes; and other projects where timely action is required. <p>Preferred Qualifications</p> <ul style="list-style-type: none"> • Proven project and time management skills. • Established track record for proactive problem identification and problem-solving skills. • Excellent verbal, written communications skills. • Effective working independently and on teams. <p>Physical Demands</p> <ul style="list-style-type: none"> • Work mainly performed in office environment. • Some driving and off-site work necessary. • Evening meeting attendance may be necessary. 	<p>Key Job Responsibilities</p> <ul style="list-style-type: none"> • Directed by P&Z Admin or Twp Supervisor, Deputy: <ul style="list-style-type: none"> - Builds relationships with residents, business owners, developers working on new projects. - Monitors township for non-conforming uses and other potential problems. - Responds to complaints of potential code violations. - Initiates necessary corrective measures. - Routinely reports back to P&Z Admin, Supervisor, Board to keep Staff and Township informed. <p>Preferred Qualifications</p> <ul style="list-style-type: none"> • Prior zoning enforcement training. • Excellent interpersonal, problem-solving skills. • Knowledge and use of de-escalation skills. • Member of Sheriff's Department Staff. • Familiarity with Acme residents, businesses. <p>Physical Demands</p> <ul style="list-style-type: none"> • Work performed in office setting, out-of-doors, and at development sites and in neighborhoods. • Frequent attendance at evening meetings.

UPDATED DRAFT - October 27, 2022 (following 10/27 Personnel Committee meeting)

NOTE:

This is an updated draft job description for an Assistant for Lindsey Wolf, Planning & Zoning Administrator. Personnel Committee members that provided input are Doug White, Lisa Swanson, and Jean Aukerman. Lindsey Wolf has also provided input. While the entire Job Description is up for Board review, thoughts/recommendations immediately below (in **RED**) will require Board approval.

Position Title: Assistant, Zoning & Special Projects
Status: Less than Full Time (< 30 hrs/wk - avg. 26 hrs/week); salaried
Reports to: Planning & Zoning Administrator
Salary Range: \$25,000 to \$30,000 depending on qualifications

Position Summary

Acme Township's *Assistant, Zoning & Special Projects* is a new role for the Township. This individual plays a critical role in the overall success and effectiveness of Acme's Planning & Zoning function by serving as the right-hand assistant to Acme Township's Planning & Zoning Administrator. As such, the Assistant must be experienced at working with all types of people -- understanding needs, viewpoints, and how to fulfill requests and meet expectations -- while representing the Township and its administration and enforcement of the Zoning Ordinance. Special Projects may be assigned by the Supervisor, Clerk, and other Township officials. To meet expectations, the Assistant must possess proven project management skills including the ability to effectively prioritize workload while establishing reasonable expectations to ensure requests and projects are delivered as committed.

1. Responsibilities

The following list of responsibilities is not exhaustive and may be supplemented from time to time.

A. PRIMARY DUTIES (may include but are not limited to the following)

1. Maintains a thorough knowledge of the Acme Township Zoning Ordinance.
2. Assists in administering, interpreting, and enforcing the Acme Township Zoning Ordinance, applicable state zoning laws, and other township ordinances.
3. Responds to general public regarding their zoning and permit questions and with general customer service needs – by telephone, by email, and in person.
4. Proactively and effectively communicates Zoning Ordinance to interested businesses and public.
5. Assists in issuing appropriate permits and maintains files of the permits with supporting documentation.
6. Helps with code enforcement and responds to complaints of potential code violations.
7. Issues necessary corrective measures, as required, by promptly notifying applicant, in writing, if the proposed use is not in compliance with the Zoning Ordinance; assists with an appropriate alternative procedure, appeals, or any other administrative remedies necessary to attain compliance.
8. Helps to maintain a variety of logs and records related to inspections and enforcement activities.
9. Provides information and assistance to the public regarding code enforcement matters.
10. Assists in removing and discarding illegal signage along the township roadways.
11. Helps to identify, inventory, and monitor non-conforming uses
12. Assists in receiving and processing zoning applications including: land use, sign, short-term rentals, and mobile food vending.
13. Assists with preparation of Zoning Board of Appeals case files and publication notices.

14. Assists with Planning Commission case files such as: notices, Planning Commission packets, compliance with Township ordinances and Master Plan.
15. Attends Planning Commission meetings; reports on zoning issues when Planning & Zoning Administrator is unable to attend.
16. Consistently utilizes effective verbal and written communications with permit applicants, related governmental agencies, and other offices as necessary.
17. Assists in the inspection of properties to ensure projects approved by staff, Planning Commission and Township Board are in compliance with the conditions of approval.
18. Testifies, as necessary, at public and judicial hearings.
19. Assists in maintaining the master document of proposed Ordinance changes during its development and makes it available, electronically, to the Planning Commission.
20. Performs research pertaining to specific intended amendments to the Ordinance initiated from the Master Plan or from other sources.

B. Office Administration

1. Assists in the submission of the permit application spreadsheet to the tax assessor in a timely manner.
2. Maintains, administers and follows procedures and policies established for the office.
3. Assists in keeping zoning map, text, and office records up-to-date; distributes copies of the zoning ordinances to Planning Commissioners, Zoning Board of Appeals, and to the public.
4. Posts information on the Acme Township website regarding zoning and planning issues such as agendas, packets, public hearing notices. Posts draft and approved meeting minutes.
5. Submits written monthly report (written by Planning & Zoning Administrator), one week in advance of the Acme Township Board meeting. Report will include: permits issued/denied; appeals; request for amendments; requests for variances; and other pertinent zoning administration activity and information.
6. Attends meetings of the Acme Township Board when the Planning & Zoning Administrator cannot.
7. Submits a monthly statement of all reimbursable expenses including: postage; forms; maps; mileage to meetings, etc.

C. General Public Relations, Professional Development, Other

1. Communicates to and works well with elected and appointed officials, public, other regional agencies.
2. Assists general public, applicants, developers and their representatives with zoning inquiries, proposals, and applications. Directs the individual(s) to the proper agencies for other needed permits.
3. When pre-approved by Township Supervisor and Planning & Zoning Administrator, attends seminars and/or conferences to stay up-to-date on laws, zoning trends, and other information pertinent to zoning administration.
4. Strives to be generally accessible to the public by telephone and email during business hours.
5. Performs other duties and accepts other responsibilities as may be directed or specified by the Zoning Ordinance, policies and procedures, or the Township Board.

2. Preferred Qualifications

A. Education/Experience

1. Minimum of two-year college degree.
2. Proven project management skills dealing with wide assortment of subjects/topics.
3. A developed, deductive, logical system of thought when reading and interpreting documents.
4. Computer skills in: word processing; data base; web site maintenance.

5. Demonstrated problem-solving ability to identify workable solutions within the Ordinance and Special Projects, as assigned.

B. Knowledge, Skills, and Abilities

1. Ability to work and communicate with other elected and appointed officials and the public with appropriate etiquette and diplomacy – written and verbal.
2. Practiced at writing clear reports, complete with relevant background as needed.
3. Ability to comprehend basic knowledge of local ordinances.
4. Knowledge of construction and construction terms as appropriate to issuing land use permits.
5. Pays close attention to the details -- timelines, grammar, etc. (does not include Site Plan Reviews).
6. Ability to maintain confidentiality of information and professional boundaries.
7. Excellent organization skills: (a) prioritize and schedule work load appropriately; (b) ability to work independently and with little supervision; and (c) complete work assignments on a timely basis in an environment where interruptions may occur.
8. Must have current, valid Michigan vehicle operators license and good driving record; must provide own transportation.

C. PHYSICAL DEMANDS, WORK ENVIRONMENT AND OTHER REQUIREMENTS

1. Physical requirements include:
 - Work is typically performed in an office environment but may be conducted out-of-doors at development sites. Exposure to occasional inclement weather and normal transportation and construction activity such as high noise levels, moving vehicles and machines, dust and mud, and traversing of exposed and sometimes unsteady walkways and platforms may be required. A moderate amount of local travel may be required.
 - Prolonged walking over uneven terrain, on stairs; able to use hand grip to pull oneself over obstacles in order to assist in conducting site inspections.
 - Periodic bending, stooping, and kneeling to move items weighing up to 20 pounds from the floor/ground to overhead to obtain stored records, books, files, move objects in the field, and to operate various field equipment (shovel, tape measure, etc.).
 - Attendance at meetings may be required when Planning & Zoning Administrator cannot attend.
2. Working conditions/environmental factors include:
 - Work inside Acme Township Hall in cubicle office or open environment where frequent interruptions may occur.
 - Work outside as needed, despite weather conditions and exposure to environmental allergens.
 - May travel to locations throughout the township.
 - May have irregular or extended working hours in order to meet schedules and respond to complaints as quickly as possible.
 - Can receive work-related telephone calls after hours on Township cell phone (if provided).
3. Selection guidelines include: formal application; rating of education; oral interview; reference check; submission of examples of written reports; and job-related tests may be required.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

ADDENDUM

Short-term Goals

The following lists indicate the knowledge and skills goals and expectations the Assistant should strive to achieve and be delivering (1) at the 3-month mark, and (2) at 6 months on the job. Acme Township's Planning & Zoning Administrator is responsible for day-to-day teaching/coaching of the Assistant and providing professional direction on all aspects of this job.

3-Month Expectations:

- Basic knowledge of the Acme Township Zoning Ordinance (20%)
- Knowledge of Acme Township Short-Term Rental Ordinance
- Permitting of residential land use permits: single family and accessory uses
- Permitting of sign permits
- Permitting of Short-term rental licenses
- Attaching records to BSA
- Parks & Trails and Planning Commission packet printing and distribution
- Knowledge of Zoning Map vs. Future Land Use Map
- Preparation of 300' mailers
- Providing information on township website
- Becoming familiar with township applications and checklist for complete applications: Land Use Permits, Land Division, Medical Marihuana, Short-Term Rental, Site Plan Review

6-Month Expectations:

- Thorough knowledge of Acme Township Zoning Ordinance
- Thorough knowledge of Short-Term Rental Ordinance
- Able to address all FAQs on website under Planning & Zoning
- Preparation of ordinance violation notices
- Ensure that all applications are complete prior to department review: LUPs, SUPs, Land Division, Medical Marihuana, Short-Term Rental