



Village of Honor

JOB DESCRIPTION

ZONING ADMINISTRATOR

Contract Employee

Overseen by: Village President

Reports to: Village Council

General Summary:

- 1.) Assist citizens in determining what zoning forms apply to their requested action and answering questions about how to complete them.
- 2.) Must be thoroughly familiar with the zoning ordinances and all appropriate forms.
- 3.) Accepts and reviews zoning permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the application.
- 4.) Approves the appropriate land-use (usually issued with a building permit, signage, violations, etc.) when all provisions of the Ordinance comply and maintains a complete file of the permit issued. Notifies applicant, in writing, if the proposed use is not in compliance with ordinance standards and assists with an appropriate alternative administrative remedy necessary to attain compliance.
- 5.) Attend public hearing with applicants, as well as those who may oppose the issuing of a specific permit. Zoning Administrators provide presentations containing their interpretations or clarifications of code.
- 6.) Advise and consult with developers on alternatives if not in compliance. This may mean suggesting alternative procedures (such as a variance or special exception) or advising on the appeal process should the applicant disagree with the administrators/Planning Commission's decision.
- 7.) Attend Planning Commission meetings to report on zoning issues and advise on issues related to zoning administration. Evening meetings can be expected.
- 8.) Conduct reviews, site inspections, and make staff reports to the Planning Commission on specific project proposals such as, but not limited to, special use permit applications, rezoning applications, conditional use permit applications, Variance Applications, Planned Unit Development applications, Subdivision applications, Mobile Home Park Applications, zoning amendments, and appeals.

9.) Ability to write with clarity, to carry out basic communications with permit applicants, related government agencies and other offices as necessary.

Education:

1.) Graduate from an accredited high school or GED equivalent with drafting and/or site plan and blueprint reading skills.

2.) A deductive, logical system of thought, common in reading and interpreting legal documents.

3.) An ability to read legal descriptions and similar pertinent documents to zoning administration.

4.) Optionally, an associate or higher degree in planning, geography, economics, or a related field.

5.) Some basic computer skills and knowledge in use of word processing, data base, and computer operating systems.

6.) Prefer individuals who have a working knowledge of zoning law or experience as a zoning administrator.

Skills:

1.) Ability to work and communicate with other elected and appointed officials and the public with appropriate etiquette and diplomacy (written and oral).

2.) Telephone etiquette and skills.

3.) Ability to speak before groups and organizations.

4.) Knowledge of construction and construction terms as appropriate to zoning reviews.

5.) Ability to pay close attention to details.

6.) Must possess good organizational skills.

7.) Must be able to prioritize and schedule workload appropriately.

8.) Must be able to work independently with little supervision.

9.) Must be able to meet deadlines.

10.) Must have a current, valid driver's license and provide own transportation.

11.) Must be able to work inside and outside, despite weather conditions, traveling throughout municipality and County.

12.) Must be subject to irregular or extended working hours to meet schedules and respond to complaints as quickly as possible.

The hours of work and compensation shall be set by the Village Council. The position description does not constitute an employment agreement between the contactor and the Village of Honor and is subject to change by the Village of Honor as the needs of the Village require.

The Zoning Administrator is a contractor of the Village of Honor, appointed by the Village President, subject to approval by the Village Council.

Village of Honor, Michigan

Independent Contractor Agreement – Zoning Administrator

Description of services:

Zoning Administration

Under the direction of the Honor Village Council and supervision of the Village President, the Zoning Administrator (“ZA”) shall administer the Village of Honor Zoning Ordinance, as written, without authority to deviate from the Ordinance.

Essential functions & responsibilities:

1. Maintain a thorough understanding of the Village of Honor Zoning Ordinance and all related forms.
2. Responsible for the overall administration and enforcement of the Zoning Ordinance.
3. Accepts and reviews Zoning Permit applications within 15 days of submission.
Determines compliance with the provisions of the Zoning Ordinance and completeness of the application.
4. Issues appropriate permits when all provisions of the Ordinance are compliant.
5. Maintains complete and accurate files at Village Hall of all permits issued, complaints and documentation (Photos and/or video).
6. Notifies applicants, in writing, if the proposed use is not in compliance with ordinance standards, and assists with appropriate alternative administrative procedures necessary to obtain compliance. All written notifications are to be filed at Village Hall.
7. Performs inspections to ensure land use changes comply with the Zoning Ordinance. The use of checklists and instruction sheets is encouraged.
8. Identifies, inventories and monitors nonconforming uses.
9. Attends Planning Commission meetings and Zoning Board of Appeals meetings to report on zoning issues and advise on issues related to zoning administration. Evening meetings can be expected.
10. Respond to any and all Zoning related contact within 3 business days.
11. Respond to Zoning complaints in writing within 15 days. Non-valid complaints must be reported to the President.

Office Administration

1. Use Village of Honor Zoning email provided.
2. Submit zoning permit fees collected to the Treasurer within 15 days.
3. Submit copies for zoning permit applications to the tax assessor within 15 days.
4. Maintain and follow policy and procedure established by the Village of Honor.

5. Distribute Zoning Ordinances to the Village Council, Planning Commission and Zoning Board of Appeals, as necessary.
6. Keep the zoning map, text, and office records updated by recording all amendments and coordinate with Village Clerk to retain all official documents at Village Hall: Applications, Permits, Complaints, Pictures etc.
7. Work with the appropriate staff to prepare, publish, post send and/or deliver public notices for meetings and hearings.
8. Attend monthly meetings of the Honor Village Council and possible other board meetings, when requested. Evening meetings should be expected.
9. Submit written monthly report by 12:00pm on the Friday before regular monthly Honor Village Council meetings. Monthly ZA Report should include the number of permits issued/denied as well as include the name and address of those applicants, appeals, requests for amendments, requests for variances, and other pertinent zoning information. A sample report is provided attached to this contract.
10. Submit an itemized monthly invoice, indicating hours worked in 15 minute increments (.25=15min, .05=30min, .75=45min & 1hr), including allowable mileage and expenses.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Compensation

The Village of Honor agrees to pay _____ the amount of \$ _____/Hr for Zoning Administration services for the Village of Honor.

Length of Contract

This contract shall be in force upon signing and dating by both parties and shall continue until terminated in writing by either party. This contract may be amended as agreed upon and resigned by both parties.

Signature and Date

Village of Honor President

Printed Name

Signature and Date

Zoning Administrator

Printed Name