

**POSITION DESCRIPTION**  
**PENINSULA TOWNSHIP**  
An Equal Opportunity Employer  
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| JOB TITLE:            | PLANNING AND ZONING ADMINISTRATOR               |
| DEPARTMENT:           | PLANNING AND ZONING                             |
| IMMEDIATE SUPERVISOR: | DIRECTOR OF PLANNING AND ZONING                 |
| POSITIONS SUPERVISED: | NONE  |
| STATUS:               | FULL-TIME, EXEMPT, UNCLASSIFIED, NON-BARGAINING |

**JOB RESPONSIBILITIES:**

Assists the Director of Planning and Zoning with the review of moderately difficult development proposals for Special Use Permits and site plan review for conformance with codes, plans and regulations.

Evaluates Land Use Permit applications including site plans, surveys and outside agency permits to efficiently issue Land Use Permits that meet the requirements of the Peninsula Township Zoning Ordinance and other local, state and federal laws.

Assists the Land Division Review Committee with the processing and review of land division applications.

Answers inquiries regarding the zoning ordinance, practices, policies, and procedures, providing instruction to the public on proper application of codes and standards.

Administers the provisions of the Peninsula Township Zoning Ordinance. Conducts field evaluations and assessments as needed.

Drafts correspondence, conformance letters, notices of violation, memos, charts, tables, graphs, business plans, etc., as needed.

Maintains records in accordance with the Township's records retention policies.

Assists with the implementation of programs and activities in conjunction with the Township's planning goals.

Works with the Code Enforcement Officer to investigate complaints from residents and contractors recommending appropriate corrective measures.

Acts as staff liaison to the Zoning Board of Appeals, including publication of required public notices, creation of agendas, preparation of packets and oversight of minutes. Will also assist with the coordination of site visits as needed.

Evaluates Variance applications including site plans, surveys and outside agency permits to ensure that the Zoning Board of Appeals has all of the information needed to make informed decisions on Variance requests.

Assists the Director of Planning and Zoning with providing support to the Parks Committee.

Participates in complex activities such as meetings, special projects, etc.

## PENINSULA TOWNSHIP

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Other duties may be assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to ensure that individuals with disabilities are able to perform the essential functions.

- Bachelor's Degree from a four-year (4) college or university, and 1 - 3 years related experience and/or training in municipal planning or equivalent combination of education and experience preferred.
- Knowledge of the principles of planning and zoning.
- Knowledge of relevant specialization such as land use /zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development.
- Ability to read, and interpret documents such as governmental regulations, safety rules, operating and maintenance instructions, general business periodicals, professional journals and technical procedures.
- Ability to effectively write routine reports and correspondence.
- Possess strong written and oral communication skills.
- Ability to attend to details while keeping big picture goals of the organization in mind.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to recognize potentially unsafe conditions and behaviors and correct them in a positive and appropriate manner.
- Ability to work on multiple projects simultaneously, independently, or in a team environment, collaborating well with staff and board members.
- Must possess a valid State of Michigan driver's license with an acceptable driving record.
- Must be eligible to work in the United States.

**WORKING CONDITIONS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Majority of work environment will consist of normal office conditions however, while performing the duties of this job, the employee is regularly required to stand, sit, walk, reach with hands and arms, talk and hear. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl and smell. The employee will frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

The noise level in the work environment is usually moderate.

Peninsula Township is an equal opportunity employer and a drug free workplace.