

ZONING ADMINISTRATOR/CODE ENFORCEMENT

Job Description

General Supervision:

The Zoning Administrator is an employee of the township, appointed by the Township Board. They are responsible to the Township Board. The Township Supervisor, however, shall be considered their immediate supervisor. The Zoning Administrator is also subject to the rulings, policies, and contracts of the Township Board, as they affect all the employees of the township.

Essential Functions and Responsibilities:

A. Zoning Administration

1. Must become thoroughly familiar with the Casco Township Zoning Ordinance and appropriate forms.
2. Responsible for the overall administration and enforcement of the Zoning Ordinance.
3. Accepts and reviews zoning permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the application. Assigns street addresses.
4. Reviews pre-application for Land Divisions and/or Boundary Line Adjustments for zoning compliance. Communicate those findings with the applicant.
5. Conducts a review to ensure proposed land use changes are in compliance with the Zoning Ordinance and Future Land Use Map (Master Plan).
6. Identifies, inventories, and monitors nonconforming uses.
7. Conducts technical reviews, site inspections, and generates staff reports to the Planning Commission, Zoning Board of Appeals and Board of Trustees on specific project proposals such as, but not limited to, special use permit applications, conditional use permit applications, zoning amendments, variances, and appeals. Attend some meetings as needed. Evening meetings can be expected.
8. Develops recommendations regarding zoning amendments, zoning permit fee structures, zoning forms; and may propose solutions to any problem encountered in administering the Zoning Ordinance.
9. Reviews and approves zoning requirements on building plans.

B. Municipal Code/Zoning Enforcement

1. Investigates alleged violations of the Zoning Ordinance and/or Civil Infractions. Advises landowners/applicants of necessary corrective measures. Keeps an inventory of said violations, including dated photographs and/or other evidence.
2. Coordinates the enforcement of the Zoning Ordinance and/or Civil Infractions with the enforcement of other related land use statutes and codes by active cooperation with other appropriate agencies.
3. Submits a written report to the legislative body and planning commission of Zoning Violations/Civil Infractions and status of violations.

C. Office Administration

1. Administers and follows procedures and policies established for the office.
2. 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.
3. Works with the appropriate staff or offices (such as but not limited to, Township Clerk, Planning Commission, Board of Appeals, secretary) to prepare, publish, post, send and/or deliver public notices and/or meetings and hearings.
4. Ability to write with clarity, to carry basic communications with permit applicants, related government agencies and other offices as necessary.

D. Public Relations, Assistance, Personal Development

1. Ability to work and communicate with elected and appointed officials, and the public, with appropriate etiquette and diplomacy.
2. Assists the 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.
3. Attends professional schools, seminars, webinars and/or conferences as needed to stay up to date on laws, zoning trends, and other information pertinent to zoning.
4. Be accessible to the public with established hours at the Township Hall and by telephone during business hours when not at the Township Hall.

E. Other

1. Performs other duties as may be specified by the Zoning Ordinance.
2. Accepts other responsibilities as may be directed by the (Planning Commission, Zoning Board, legislative body, Supervisor) as applicable.

Employment Qualifications

1. Education

- A. An employee in this class, upon appointment, should have the equivalent of the following training and experience:
 - 1. Graduation 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's or higher degree in planning, geography, economics, or a related field.
- B. Some basic computer skills and knowledge in use of word processing, database, and computer operating systems.
- C. Participation in the Citizen Planner and Zoning Administrator Programs through Michigan State University Extension is highly encouraged.

2. Experience:

- A. Prefer individuals who have working knowledge of zoning law or previous experience as a Zoning Administrator.

3. Necessary Knowledge, Skills, and Abilities:

- A. Ability to work and communicate with other elected and appointed officials and the public with appropriate etiquette and diplomacy (written and oral).
- B. Telephone and email etiquette and skills.
- C. Ability to speak before groups and organizations.
- D. Knowledge of construction and construction terms as appropriate to zoning reviews.
- E. Ability to pay close attention to details.
- F. Must possess good organizational skills
 - 1. Prioritize and schedule workload appropriately.
 - 2. Be able to work independently with little supervision.

3. Meet deadlines.

G. Must have current, valid Michigan vehicle operator's license and provide own transportation.

H. Physical Requirements:

1. Sitting at a desk to operate computers, review applications and site plans, and meet with public.
2. Prolonged walking over uneven terrain, on stairs, hand grip to pull oneself over obstacles in order to conduct site inspections, perform site inspections, specific studies, and evaluations.
3. Periodic bending, stooping, and kneeling to move items weighing up to 60 pounds from the floor/ground to overhead to obtain stored records, books, files, move objects in the field and to operate various field equipment (soil auger, shovel, tape measure, etc.).
4. Operating a vehicle (including at night) to attend various meetings, site inspections, and other functions.

4. Working Conditions/Environmental Factors

- A. Work inside in office conditions some of the time.
- B. Work outside some of the time.
- C. Regularly travel to locations throughout the Township.
- D. Subject to irregular or extended working hours in order to meet schedules and respond to complaints as quickly as possible.
- E. Subject to work related calls after hours.

5. Selection Guidelines

- A. Formal application, rating of education and experience, oral interview, and reference check; job related tests may be required.

The duties listed above are intended only as illustrations 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. The hours of work and compensation shall be set by the Township Board and reviewed yearly.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Upon termination of contract/employment, the zoning administrator will, within seven (7)

days, return to employing government unit all material associated with the zoning administrator position and are the possessions of the Township.

Approved by the Casco Township Board of Trustees February 10, 2026