

**SAGINAW CHARTER TOWNSHIP
JOB DESCRIPTION**

**ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT IN
CHARGE OF PLANNING/ZONING & CODE ENFORCEMENT**

Supervised By: Township Manager
Supervises: Employees of the Planning/Zoning & Code Enforcement Department

Position Summary:

Under the Direction of the Director of Community Development, the Assistant Director of Community Development oversees three divisions of the department: Planning and Zoning; Code Enforcement, and Administrative Operations. Also coordinates Staff work for the Planning Commission and Zoning Board of Appeals, the State Street Corridor Improvement Authority including Agendas and preparation of supporting material. Carries out the programs and policies of the Planning Commission and Township Board.

Oversees and coordinates Code Enforcement personnel on a daily basis, and responds to complaints as they arise.

Essential Job Functions:

1. Receives questions, problems, complaints and concerns from Township residents. Investigates and attempts to find an appropriate resolution.
2. Assists the Director in the preparation of the annual budgets for Zoning/Planning, Code Enforcement, and Property Maintenance, and related supporting data. Monitors expenditures from these budgets within the guidelines of Township policies, subject to the direction of the Director of Community Development.
3. Coordinates review, analysis, and processing of all plat, zoning, site plan, appeals and special use permit applications according to the procedures established by the Township Board and Planning Commission.
4. Trains and counsels Zoning/Planning and Code Enforcement Staff.
5. Provides input to the Director on the evaluation, hiring, promotion, demotion, transfer, reclassification and termination of Zoning/Planning and Code Enforcement staff.
6. Obtains and coordinates data required to process public hearings before the Township Board, Planning Commission, Zoning Board of Appeals, State Street Corridor Improvement District, other committees and groups; makes recommendations as to the disposition of various appeals and requests for interpretation.

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7. Coordinates and directs staff support to all meetings of the Planning Commission, Board of Zoning Appeals, State Street Corridor Improvement Authority, fulfilling staff functions, ensuring the preparation and distribution of accurate minutes and official actions of those boards.
8. Responsible for the formulation of staff administrative procedures and recommends policies to Planning Commission, Zoning Board of Appeals, and State Street Corridor Improvement Authority.
9. In the absence of a Planning Commissioner or Township Board member, officially represent the Planning Commission and the Township Board at conferences and intergovernmental meetings, serve as liaison between the Planning Commission and the public and provide coordination between the Planning Commission and the Township Board.
10. Facilitates private development or investment in accord with comprehensive plans and official Township policies. Provides information to and expedites procedures for developers, builders, and others involved in the planning/zoning/development process.
11. Supplies information for and encourages interested public agencies and citizen organizations in programs to promote public understanding and approval of various Department policies and their execution.
12. Other significant areas of involvement include sidewalks, roads, business licenses, neighborhood complaints and ordinance development.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's degree in urban planning, geography, public administration or other applicable field.
- Minimum seven years of experience in community development, including planning, zoning and trades inspection with progressively greater supervisory and administrative responsibility
- Certification by the American Planning Association as a Certified Planner (AICP).

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- A Michigan Vehicle Operator's License.
- Thorough knowledge and understanding of all zoning ordinances, and related laws.
- Thorough knowledge of the principles, practices and procedures of planning and zoning administration, site inspection, and code enforcement.
- Considerable knowledge of the public management principles and techniques utilized in managing operations, budgets and personnel.
- Considerable knowledge of planning and land-use issues.
- Skill in interpreting, applying and enforcing related codes and ordinances.
- Skill in reviewing and interpreting site plans, blueprints, specifications and construction drawings.
- Ability to perform site inspections and visual reviews of permit applications, plans and site plans.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with builders, architects, planners, property owners, the public, other professional contacts, and municipal officials.
- Ability to supervise and evaluate the work of others.
- Ability to critically assess situations, solve problems, and work effectively within deadlines, and changes in work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear and view construction sites or documentation. The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move items of light to moderate weights.

While performing the duties of this job, the employee works in a business office setting and in

the field. In the course of field activities, the employee is frequently exposed to outside weather conditions and occasionally works near moving mechanical parts and/or machinery. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the work environment is usually quiet in the office, and may become loud in field situations.