

Danby Township is now taking applications for a New Part-Time Zoning Administrator. Please submit your resume by September 20, 2023 to:

**Daniel Platte
P.O. Box 566
Portland, MI 48875**

THE DUTIES OF THE ZONING ADMINISTRATOR ARE AS FOLLOWS:

ZONING ADMINISTRATOR / PLANNING COORDINATOR / ORDINANCE ENFORCEMENT OFFICER / CENSUS COORDINATOR

Zoning Administrator Duties:

1. Explain and interpret the Township zoning ordinance.
2. Act as resource for Township citizens in responding to their inquiries regarding zoning matters, operational issues, ordinance interpretation, and inquiries from contractors/developers.
3. Prepare and post zoning notices and public announcements in newspapers or other publications accordingly.
4. Mail notices to neighbors as required by law.
5. Conduct inspections of properties and buildings for violations and compliance.
5. Maintain the zoning map and the zoning ordinance text.
6. Administer the fee chart and recommend necessary updates.
7. Maintain the necessary forms and reference materials.
8. Possess a valid driver's license and provide own vehicle while performing Administrator's duties.
9. Provide the Township Board with written monthly reports on the status of all Township zoning activities as well as expenses and compensation reports.
10. Provide the Supervisor and Clerk with copies of all documents as needed or requested.
11. Send violation notice letters and issue appearance tickets, as needed, for violations of the Township Zoning Ordinance.
12. Assist Planning Commission with Master Plan reviews and updates.
13. Watch for new laws and requirements and inform the Township Board, Planning Commission and Zoning Board of Appeals as needed.

Ordinance Enforcement Officer Duties:

1. Duty is similar to zoning ordinance violations above by sending violation notice letters and issue appearance tickets for violations of the nuisance ordinance and any other specified ordinances.

Planning Coordinator Duties:

1. Accept applications for matters to be reviewed by the Planning Commission and Zoning Board of Appeals and ensure that such applications are complete. Coordinate with the Chairpersons for meeting dates and times. Type a preliminary application review memo.

2. Forward application materials to the Planning Commission or Zoning Board of Appeals at least one week prior to the meeting at which the matters will be considered.
3. Inform the Planning Commission of administrative and enforcement actions taken on behalf of the Township related to zoning or other appropriate ordinance.
4. Formulate and publish notices in the newspaper of public hearings or other notices. Send notices to neighboring property owners and residents as required by law.
5. Acts as staff support to the Planning Commission in preparing rezoning, ordinance amendments and special use permits.
6. Attend all other Township meetings at which issues are identified for agenda consideration. Require Zoning/Planning input as a contingency of decision making.
7. Be competent in the use of computers and knowledgeable in the operation of other office equipment.
8. Coordinate documents from the Township Planner, Engineer, or Attorney and any others, as well as all applicants to the Planning Commission or Zoning Board of Appeals.

Census Coordinator:

1. Coordinate census paperwork, correspondence, mapping and other requested documents.