



Planning & Special Projects Coordinator Position in a Great Work Atmosphere

Visit eastbaytwp.org
for details and application;
Application period:
Open Until Filled

Synopsis of Employment Listing for Planning & Special Projects Coordinator

The Organization:

East Bay Township – *An Equal Opportunity Employer* – is conveniently located southeast of Traverse City, and offers a work atmosphere which values integrity, proficiency, hard work and a friendly atmosphere. The township offices are within Grand Traverse County, located at 1965 North Three Mile Road.

The Position:

East Bay Township is looking for a full-time Planning & Special Projects Coordinator. Applicants should have strong written and verbal skills, knowledge of planning and zoning and local government, and a degree from an accredited four-year college or university in urban planning or related field, and/or a minimum of five years of experience working in a municipal planning. The full-time position will be 40 hours per week, during a four-day work week of Monday through Thursday with office hours of 7 am to 5:30 pm. The salary range is \$60,000 - \$65,000 and the position includes a competitive benefits package including group insurance (health, dental, vision, life, and disability), Paid-Time Off, and 457 Defined Contribution Plan.

Application is open until filled.

A complete application, cover letter, and resume must be received either by:

1. Email Claire Karner, Director of Planning & Zoning, at ckarner@eastbaytwp.org
With the subject line, "*P&Z Application for Employment*"
2. In a sealed envelope addressed and mailed or dropped off to:
East Bay Charter Township
Attention: Claire Karner, Director of Planning & Zoning
1965 N. Three Mile Road
Traverse City, MI 49696



Position Title: Planning & Special Projects
Coordinator
Full Time (40 hours/week)
Four-day work week
Location: East Bay Charter Township
Wages: \$60,000 - \$65,000 annual
Application: www.eastbaytwp.org
Application Deadline: Open until filled
Start Date: Upon mutual agreement

Broad Statement of Responsibilities

Responsible for providing support to activities related to the Planning & Zoning Department. Provides staff support to Boards and Commissions, and serves as an advisor to the Food Incubator Program, including the Farmer's Market and Community Garden. Administers the Township's Short-Term Rental (STR) program and assists with special projects and grant coordination.

Specific Duties & Responsibilities

- Provides staff support to Township Boards and Commissions, including developing the agenda, packet materials, and project updates.
- Administers the Township's Short-Term Rental (STR) program; communicating with property owners, issuing licenses, and tracking compliance.
- Oversees the Food Incubator Program, including the Farmer's Market and Community Garden.
- Works with the Michigan Economic Development Corporation (MEDC) to complete the RRC Certification program.
- Supports the implementation of special projects, including grant development, and coordinates the tracking and reporting for planning & zoning, community development, and parks related grants.
- Coordinates and tracks the escrow accounts and works with the Treasurer and Director of Planning & Zoning to develop quarterly statements.
- Coordinates public engagement to ensure inclusive public input opportunities are integrated into projects.

Knowledge, Skills, & Abilities Required

- Leadership skills for effective working relationships with staff, developers, the public, community stakeholders, and elected and appointed officials.
- Knowledge of the legal procedures as related to development reviews, planning and zoning.
- Ability to meet deadlines, handles multiple projects simultaneously, with attention to detail.
- Verbal and written skills to develop detailed and accurate reports and communicate effectively with policy makers and the public.
- Experience in grant writing and grant administration.
- Graduation from an accredited four-year college or university in urban planning or related field, and/or a minimum of five years of experience working in a municipal planning office or in private planning practice assisting local governments.
- AICP Certification preferred, but not required.
- Proficient in Microsoft Office programs, such as Word, Excel, Outlook, and PowerPoint
- Desired proficiency in ESRI Arc GIS.
- Adhere to all Policies and Procedures as printed in the *East Bay Charter Township Employment Manual*.

An Equal Opportunity Employer

All persons shall have equal employment opportunities with East Bay Charter Township regardless of race, color, religion, sex, marital status, or national origin.



APPLICATION FOR EMPLOYMENT

This Township is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law. Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer in writing within 182 days of the date that the need is known or should have been known. Federal law has no such requirement.

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Attention: Claire Karner, Director of Planning & Zoning
1965 N. Three Mile Road
Traverse City, MI 49696

Position Applied For: _____

Date of Application: _____

Date You Can Start: _____

(Please note that this application will only remain active for 3 months after which the applicant would need to re-apply.)

Name: _____

(Last, First, Middle)

Social Security Number: _____ (to be provided by successful applicant)

Present Address: _____

Telephone Number: _____

(Home/Work/Cell – circle one)

Are you 18 years or older? Yes _____ No _____

Do you have a valid Michigan motor vehicle license? Yes _____ No _____

Are there any hours or days of the week you cannot work?

If so when?

Salary Desired _____ Type of Employment: Full Time _____ Part Time _____

EDUCATION:

	Name and Address of School	No. of Years Attended	Did you Graduate?	Subject/Major
Elementary School				
High School				
College				
Specialized Training				

Are you employed now?

May we contact your present employer?

Have you ever applied to EMS-9A before? Yes _____ No _____

If so, under what name and when? _____

Do you have US Military experience? _____

Branch: _____ Rank: _____

Date Entered: _____

Date Discharged: _____ Honorably? Yes _____ No _____

Are you lawfully entitled to be employed in the United States?

Yes _____ No _____

Have you ever been convicted of a crime except a minor traffic violation?

Yes _____ No _____

(The response to this question will be considered in the context of its job-relatedness only)

If so, please state citation, date and place where offense occurred:

Please provide any additional information such as special skills, training, management experience, equipment operation or qualifications you feel will be helpful to us in considering your application.

REFERENCES:

Three individuals not related to you, whom you have known at least for one year:

1. _____

(Name, Address and Telephone, Relationship, Years Acquainted)

2. _____

(Name, Address and Telephone, Relationship, Years Acquainted)

3. _____

(Name, Address and Telephone, Relationship, Years Acquainted)

EMERGENCY CONTACT:

(Name, Address, City, State/Zip, Telephone Number)

CURRENT AND MOST RECENT EMPLOYERS: (Most recent one first)

Date Month/year	Name, Address and Telephone No. of Employer	Salary: Starting/Ending	Last Position Held/Responsibilities	Reason for Leaving
From: To:				
From: To:				
From: To:				

May we contact the Employers listed? Yes _____ No _____

If not, which one(s)?

Please read the following statement carefully before signing to indicate your understanding:

I understand that prior to being offered employment; I may be requested to take an employment examination. In the event that I have a disability that will affect my ability to take the test, I will so inform the Township prior to the administration of the test so that a reasonable accommodation can be made. The Township reserves the right to require medical documentation regarding the need for accommodation.

I certify that the facts contained in the application are true and complete to the best of my knowledge and understand that if employed, falsified statements or omitted information on this application may result in termination.

I understand and agree that if hired, my employment is for no definite period and may regardless of the date of payment of my wages and salary, be terminated with or without cause, at any time, with or without notice.

I authorize investigation of all statements contained in the application for any employment-related purposes. I release the listed references and all employers, except those specifically stated*, to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to you.

(Signature)

(Date)

*Employers specifically stated:

For Employer Use Only	
Interviewed By: _____	Date: _____
Hired: Yes _____ No _____	
Starting Date: _____	Position: _____
Wage: _____	
Additional Comments: _____	
