



**Zoning Administrator
Position in a
Great Work Atmosphere**

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

Synopsis of Employment Listing for Zoning Administrator

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 Zoning Administrator. Applicants should be a certified Zoning Administrator or have significant zoning administration and enforcement experience and be ready to complete certification as soon as possible. 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 \$56,000 - \$67,000 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, “*ZA 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: Zoning Administrator
Full Time (40 hours/week)
Four-day work week
Location: East Bay Charter Township
Wages: \$56,000 - \$67,000 annual
Application: www.eastbaytwp.org
Application Deadline: Open until filled
Start Date: Upon mutual agreement

Broad Statement of Responsibilities

Responsible for the overall administration and enforcement of the Zoning Ordinance, as written, without authority to deviate from the Ordinance. Serves as staff to the Zoning Board of Appeals and maintains the Township records related to planning & zoning permits and development reviews.

Specific Duties & Responsibilities

- Accepts and reviews zoning permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the application and issues the appropriate land-use permit.
- Investigates alleged violations of ordinances and advises applicants of necessary corrective measures. Keeps inventory of said violations; may issue citations for violations.
- Conducts technical reviews, site inspections, and makes staff reports to the Zoning Board of Appeals on specific project proposals, such as, but not limited to, variances, interpretations, and other appeals.
- Attends Planning Commission and Zoning Board of Appeals meetings and assists in preparation of minutes and presentation of materials.
- Identifies, inventories, and monitors nonconforming uses.
- Presents case facts and explains and defends decisions of the Zoning Administrator's office before the Board of Appeals, when appeal cases are being heard.
- Prepares public notices for meetings and hearings as required by state statute and the zoning ordinance.
- Inspects buildings and sites post construction to ensure proper setbacks are met.
- Testifies as necessary at public and judicial hearings.
- Prepares an annual report which includes permits issued/denied, appeals, request for amendments, request for variances, and other pertinent zoning administration information.

Knowledge, Skills, & Abilities Required

- Ability to understand and interpret plans, diagrams, blueprints, and specifications.
- Ability to enforce codes and regulations firmly, tactfully, and impartially.
- Ability to establish and maintain effective working relationships with contractors, the public, other employees, and elected and appointed officials.
- Knowledge of the legal procedures as related to the enforcement of codes.
- Ability to write with clarity, to carry on basic communications with permit applicants, related governmental agencies, and other offices, as necessary.
- Graduation from an accredited two-year or four-year college or university, preference study in urban planning or related field, and a minimum of three years of experience working in a municipal planning. Candidates with an urban planning degree (or similar) would have the opportunity to work on special planning projects and assist with site plan reviews.
- AICP Credential preferred, but not required.
- Must have current, valid Michigan vehicle operator's license and provide own transportation.
- Proficient in Microsoft Office programs, such as Word, Excel, Outlook, and PowerPoint.
- 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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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: _____	
