

Building and Zoning Administrator
Job Description and Duties

Job Description

- Front-line person for township
- Building/Zoning Department supervisor
- Secretary to the Planning Commission
- Must take oath of office and be bonded
- Reports directly to township supervisor

Duties

- Greet and direct visitors to the township
- Answer questions if knowledgeable or directs the person to the one who can
- Answer phones
- Oversee MISS DIG (notify operator if in an area we cover)
- Issues all building permits and receives payment
- Assign all new addresses
- Responsible for the administration and enforcement of the Zoning Ordinance
- Handle all zoning requests
- Must be able to communicate well with township residents and contractors
- Responsible for Planning Commission agenda and all notices
- Responsible to attend monthly Planning Commission meeting
- Must record, document and print Planning Commission minutes printed within 10 days of meeting
- Prepares agenda for Zoning Board of Appeal and Building Board of Appeal
- Works with supervisor on all Zoning complaints received
- Supervises building inspectors and officials
- Prepares a monthly report on building projects for township board meeting
- Keeps all building /zoning records up-to-date and filed properly
- Must be willing to attend training locally and out of town
- Works with IT contractors to keep up website
- Cooperates with and helps the clerk, treasure, and assessor as available
- Perform other duties that may be assigned by township supervisor