

## ZONING ADMINISTRATOR/CODE ENFORCEMENT OFFICER JOB DESCRIPTION

### General Statement of Duties

Administer and enforce the Zoning Ordinance of Arlington Township, as well as other ordinances adopted by the Arlington Township Board where applicable. Inform the public on regulations of the zoning ordinance, issue violations, advise on how to correct violations, issue zoning permits and perform inspections on approved permits where applicable. Review building permits for zoning compliance and work with the building inspector, as well as work with Township Engineer regarding site plan issues where applicable.

### Qualifications

Solid work history and willingness to learn the rules of zoning as adopted by the Township. Ability to attend evening meetings. Good communication skills. Basis computer skills. Willingness to engage in continuing education both online and in person, as appropriate. Willingness to become familiar with Township properties and to conduct field inspections, as appropriate.

### Duties and Tasks

Administer and enforce various land use regulations; process and approve development permit applications; answers questions and inquiries, interpret and apply ordinances to particular situations; issue permits for zoning compliance, sign and review plans for development proposals.

- Issue notices of violations, penalties, warnings and stop-work orders.
- Conduct field inspections of property to determine compliance with various land use and nuisance regulations.
- Respond to and investigate complaints of zoning and other township code violations; work with agencies to resolve code issues.
- Attend public meetings as needed and provide staff support to the Township Board, Zoning Board of Appeals, and Planning Commission. Summarize issues in cases before the Zoning Board of Appeals.
- Maintain, logs and records and prepare periodic and special reports.
- Document possible ordinance violations.

### Knowledges, Skills and Abilities Preferred

- Must possess or develop knowledge of legal procedures as related to the enforcement of zoning and code enforcement laws and regulations in Michigan.

### Special Requirements

- Possession of a valid Michigan driver's license.
- Must take classes as paid for and recommended by Township Board