

**SCHOOLCRAFT COUNTY NOW ACCEPTING APPLICATIONS FOR
THE POSITION OF ZONING ADMINISTRATOR**

The Schoolcraft County Board of Commissioners will be accepting applications for the position of **Zoning Administrator** for the County of Schoolcraft. This position would be an hourly employee or contracted Position. Qualified applicants must possess:

- a minimum of five years relevant experience including ordinance enforcement, preferred;
- the ability and knowledge of the zoning code enforcement principles and practices.

All applications/letters of interest shall be submitted in writing to the Schoolcraft County Board of Commissioners at the following address:

Beth A. Edwards, Schoolcraft County Clerk
300 Walnut Street, Rm 164
Manistique, MI 49854

All applications shall be submitted in sealed envelopes, and plainly marked **"ZONING ADMINISTRATOR APPLICATION"** on the outside of the envelope. Applications/contract proposals will be accepted until position is filled.

The Schoolcraft County Board of Commissioners reserves the right to reject any or all applications/contracts, to waive informalities, and to accept any application deemed by the Board to be in the best interests of Schoolcraft County. (Applications for employment may be obtained at the office of the Schoolcraft County Clerk, 300 Walnut Street, Rm 164, Manistique, MI 49854, or by calling (906) 341-3618.)

Schoolcraft County is an equal opportunity employer.

Schoolcraft County Building and Zoning Department
300 Walnut Street
Manistique, Mi. 49854
(906) 341-3678 FAX (906) 341-0282

ZONING ADMINISTRATOR

Job Description

Essential Functions and Responsibilities

1. Must become thoroughly familiar with the Schoolcraft County Zoning Ordinance.
2. Responsible for the overall administration and enforcement of the Zoning Ordinance.
3. Accepts and reviews zoning permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the application.
4. Issues or denies land use permits in writing to the applicant based upon compliance of the provisions of the Ordinance.
5. Attends Planning Commission, Zoning Board of Appeals and County Board of Commissioners meetings, as needed. Evening meetings should be expected.
6. Review, and approve all property splits and boundary adjustment applications for compliance to the Ordinance and the Michigan Land Division Act requirements.
7. Approves or denies conditional use permit, variance permit, site plan reviews and appeals permit applications, requested to be forwarded to the appropriate board. Determines compliance with the provisions of the Zoning Ordinance and completeness of the application.
8. Ability to write with clarity, to carry basic communications with permit applicants, related government agencies and other offices as necessary.

Zoning Enforcement

1. Investigates alleged violations of the Ordinance and advises landowner/applicants of any necessary corrective measures in writing, as per the Zoning Enabling Act and the Ordinance requirements to reflect lawful due process compliance with all notices.
2. Coordinates with the Schoolcraft County Sheriff's Office for the lawful and procedural enforcement of the provisions of the Ordinance.
3. Presents case facts and conclusions of law, in writing, for decisions of the Zoning Administrator, the Code Enforcement Officer and the Zoning Board of Appeals Board Members.
4. Maintains a permanent record of all decisions and proceedings in a manner that will be easily accessed for Freedom of Information Act Requests at any future time.

Employment Qualifications

Education and Experience Requirements:

1. Graduation from an accredited high school or GED equivalent with drafting and/or site plan and drawing interpretation skills.
2. A deductive and, logical system of thought common in reading and interpreting legal documents.
3. An ability to read legal descriptions and similar pertinent documents to zoning administration.
4. A basic ability to use Microsoft Office Word, Excel programs and computer data base systems.
5. Preferred individuals will have working Knowledge of zoning laws or past experience as a zoning administrator.
6. Knowledge of construction and construction terms.

Working Conditions:

1. Ability to pay close attention to details.
2. Be able to work independently without supervision.
3. Work inside and outside as required.
4. Regularly travel throughout the County with personal vehicle.
5. Expect to work irregular hours in order to meet schedules and respond to complaints as quickly as possible.

The position of zoning administrator is an appointment as a county officer by the County board of Commissioners. The compensation for this position will depend upon whether this is a part time or full time position. The rate shall be decided by the County based upon qualifications. The County Chairperson shall be the immediate supervisor of the Zoning Administrator. The Zoning Administrator is also subject to the rulings, policies, and contracts of the governing body, as they affect all employees of the government.