

CASCADE CHARTER TOWNSHIP

POSITION DESCRIPTION

Title:	Zoning and Code Administrator
Department:	Administration
Reports to:	Township Manager or Designee
Position(s) Supervised:	None
Employment Status:	Full-Time; Non-Exempt
Pay Grade:	10

BROAD STATEMENT OF RESPONSIBILITIES:

Under the direction of the Township Manager or Designee, the Zoning and Code Administrator is responsible for the administration, interpretation and enforcement of all Township ordinances. Investigates and ensures compliance with local ordinances (zoning, property maintenance, nuisance, building codes) by inspecting properties, responding to complaints, issuing notices/citations, maintaining records, educating the public, and preparing reports for hearings or court, balancing public safety with due process and community needs.

Key duties include property inspections, complaint resolution, permit review, detailed documentation (photos, reports), and coordination with other agencies, often involving administrative tasks for planning boards.

ESSENTIAL FUNCTIONS:

1. Conducts proactive field inspections, evidence collection (photos), and follow-ups on complaints regarding zoning, property maintenance, junk, debris, signs, or illegal uses.
2. Assists in enforcement actions by issuing warnings, notices of violation, and citations for non-compliance.
3. Communicate with residents and business owners, explaining codes, and mediating resolutions fairly. Performs follow-up in accordance with established methods of progressive action.
4. Maintains detailed files, logs, and reports for all cases, inspections, and enforcement actions.
5. Assists in reviewing zoning/building permit applications, site plan reviews and processing of permit applications for compliance.
6. Provides administrative support by preparing reports, agendas, and records for planning boards and zoning hearing boards.
7. Serves as code enforcement officer for the Township by interpreting and enforcing the Township's Zoning and General Ordinances.

8. Assists Township residents, developers, architects, engineers and others in understanding and applying zoning and ordinance requirements.
9. Receive, record and respond to citizen complaints and reports from Township departments of ordinance violations within the Township and seeks voluntary compliance.
10. Answers questions from and advises property owners, builders and public regarding compliance with zoning, property maintenance and general code.
11. Works with the Kent County Sheriff's Department East Precinct Community Policing Officer to resolve ordinance enforcement issues.
12. Assists in preparing cases for court proceedings including gathering evidence, preparing documentation and testifying in court.
13. Provides assistance and information to neighborhood groups relating to zoning code enforcement.
14. In collaboration with the Township Manager or Designee, conducts research and provides recommendations on ordinance changes.
15. All other duties as assigned.

BASIC SKILLS AND KNOWLEDGE:

1. Demonstrates the ability to listen and interact successfully with the general public and Township staff.
2. Demonstrates the ability to listen attentively and respond appropriately to instructions and feedback from supervisors.
3. Takes ownership of assigned tasks and follows up as necessary to ensure timely completion and address any issues or concerns.
4. Adjusts to changing directives or priorities from supervisors with a positive attitude and willingness to accommodate new expectations.
5. Knowledge of the Cascade Charter Township Code of Ordinances as well as planning and zoning procedures.
6. Knowledge of the state and federal laws, rules and regulations governing the activities of the Township.
7. Good computer skills, including Microsoft Office software package and ArcView GIS.
8. Good telephone skills.
9. Ability to make effective oral and written communications.
10. Ability to read and understand construction drawings.

11. Ability to attend meetings scheduled at times other than normal business hours, travel to other locations and respond to emergencies outside of business hours.

MINIMUM EDUCATION & BACKGROUND:

- Bachelor’s Degree with course work in public administration, engineering, architecture, planning or related studies or associates degree with the equivalent combination of job-related experience: two years of municipal zoning experience and knowledge of inspection methods, practices and techniques pertaining to zoning. (minimum 18 years of age)
- Experience in general ordinance enforcement preferred.
- Valid State of Michigan Driver’s License.

MINIMUM ENVIRONMENTAL EXPECTATIONS:

- Exposure to outdoor weather conditions including snow, rain heat and/or uneven terrain in the investigation process.
- Interaction with residents who may be upset.

MINIMUM PHYSICAL EXPECTATIONS:

- Position requires keyboarding, telephone work and filing.
- Position requires visits to sites of known or suspected ordinance violations.
- Position requires the ability to push, pull or lift as much as 25 pounds.
- Position requires the ability to operate a motor vehicle.

REVIEW AND APPROVAL:

Position Incumbent

Date

Supervisor

Date

The above is intended to describe the general content of and requirements for the performance of this position. It is not construed as an exhaustive statement of duties, responsibilities or requirements for the position.