

## **POSITION DESCRIPTION:**

### **VILLAGE CLERK/ZONING ADMINISTRATOR**

#### **POSITION SUMMARY**

**Clerk:** coordinates administration of assigned areas of village government in accordance with policies determined by the Village Council by performing the following duties.

**Zoning Administrator:** performs a variety of routine and complex administrative, technical, and professional work in the interpretation and enforcement of adopted codes, ordinances, and related rules and regulations of the Village.

#### **SUPERVISION RECEIVED**

The Village Clerk/Zoning Administrator works under the direction of the Village Council. The Village Clerk/Zoning Administrator also makes routine reports to the Village Planning and Zoning Commission and will report to the Village Council on a regular basis.

#### **RESPONSIBILITIES AND ESSENTIAL DUTIES**

The Village Clerk/Zoning Administrator will perform the following services:

1. Ensure that all village contracts and franchises are being properly performed and, in the event of default or breach, to seek council approval for appropriate enforcement action.
2. Stay current on all village public utilities, improvements, works and undertakings and the finances thereof.
3. Prepare the annual itemized budget and to keep the council fully advised as to the financial conditions and needs of the village.
4. Act as purchasing agent as provided in section 2-256.
5. Recommend to the Village Council for adoption of such measures, as deemed necessary or expedient.
6. Maintain the Village of Bellaire internet web site.
7. Research grants, for which the Village is eligible, coordinate collection of needed information and participate in activities up to, and including, submission of grant proposals.
8. Be responsible to the Village Council for the proper discharge of all just obligations of the village.

9. Make investigations into the affairs of the village or any department or division thereof and investigate all non-criminal complaints in relation to all matters concerning the government of the village in regard to service maintained by the public utilities in the village and see that all franchises, permits and privileges granted by the village are faithfully observed.
10. Administer and enforce the Village Zoning Ordinance. Manages zoning operations to achieve goals within available resources.
11. Assists in the enforcement of local ordinances and in interpreting Village ordinances and master plans, as directed and assigned.
12. Process and keep detailed records of all Zoning Permit requests. Issues approved Zoning Permits.
13. Process and reviews applications for Site Plan Review, Special Use Permit, Planned Unit Development, Land Division Applications, Request for Variance, and rezoning requests.
14. Conducts zoning site inspections and performs follow-up inspections of all Zoning Permits. Periodically patrols and inspects areas within the Village to monitor for violations of local codes. Responds to complaints of potential code violations relating to land-use, signing, blight and other related nuisances, noxious weeds, or other ordinance related matters as assigned by the Village Council. Meets with owners, tenants, contractors, developers, businesses, etc., to review and explain ordinance requirements and violations or potential violations. Secures ordinance compliance.
15. Responds to and provides information to local citizens inquiring about the issuing of permits' and planning and zoning regulations and ordinances. Provides assistance to persons who request assistance in ordinance enforcement related matters.
16. Organizes and coordinates all Planning and Zoning Commission and Zoning Board of Appeals meetings.
17. Be an ex officio member of all committees of the village (except the planning commission) and serve as advisory staff to the planning commission. Is required to attend all Planning and Zoning Commission, Zoning Board of Appeals and Village Council meetings.
18. Provides staff support to the Planning Commission and the Zoning Board of Appeals as needed and assigned. Assists with the evaluation of land use proposals for conformity to established plans and ordinances. Evaluates proposals' development impact as they relate to the adopted plans of the Village of Bellaire and makes recommendation to the Planning and Zoning Commission and Zoning Board of Appeals. Provides the Planning Commission with information needed to take action on activities and to formulate zoning policy recommendations to the Village Council.
19. Gathers, interprets, and prepares data for studies, reports and recommendation. Coordinates zoning activities with other departments and agencies as needed.
20. Assists in the development and revision of the Village Zoning Ordinance and Master Plan.

21. Assists the Planning and Zoning Commission with the development and implementation of growth management, land use, economic development, housing, transportation, parks and open spaces, facilities, or other plans and codes to meet the Villages' needs and any inter-governmental agreements or requirements.
22. Keeps abreast of changing regulations and policies through continued education by attending meetings, workshops, conferences, and other seminars as appropriate.
23. Maintains cooperative relationships with peer agencies and other governmental units.
24. Makes private and public presentations to supervisors, boards, commissions, civic groups and the general public. Prepares and/or coordinates the preparation of graphic materials for use by staff in public presentations.
25. Perform such other duties as the Village Council may assign.

### **QUALIFICATIONS FOR EMPLOYMENT**

The individual awarded the position of Village Clerk/Zoning Administrator should have the equivalent of the following knowledge, training, and experience:

1. Graduation from a high school or GED equivalent;
2. Some post-high school experience or graduation from an accredited two-year or four-year college or university is desirable;
3. Knowledge of Michigan zoning laws and comprehensive plans including their formation, process of adoption, and enforcement is desirable;
4. Knowledge of code enforcement principles, practices and methods as applicable to a municipal setting;
5. Knowledge of planning programs and processes;
6. Working knowledge of personal computers;
7. Working knowledge of municipal finance and accounting;
8. Ability to communicate effectively orally and in writing with a wide range of customers including architects, contractors, developers, owners, supervisors, employees, media and the general public.
9. Demonstrated ability to provide quality customer service.
10. Ability to work effectively in a team environment.
11. Ability to establish and maintain effective working relationships with citizens, supervisors, and the general public;

12. Ability to handle stressful situations and effectively work with difficult or angry people;
13. Ability to prepare, organize and maintain inspection field data, and reports;
14. Ability to effectively organize and prioritize work tasks.
15. Ability to produce or obtain reports, graphs, charts, photographs, or exhibits of evidence;
16. Ability to follow verbal and written instructions;
17. Demonstrated ability and willingness to learn new skills;
18. Ability to research grants for which the village is eligible;
19. A valid Michigan Driver's License, or the ability to obtain one.

### **TOOLS AND EQUIPMENT USED**

Including but not limited to: Personal computer, including word processing, data base, financial and website development/maintenance software, a motor vehicle; phone, copy and fax machine; and tape measure.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the contracted individual to successfully perform the essential functions of Clerk/Zoning Administrator. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the specified duties, the Clerk/Zoning Administrator will frequently be required to talk, or hear; sit; use hands to fingers, handle, feel or operate objects, tools or controls; reach with hands and arms and occasionally required to stand or walk.

The Clerk/Zoning Administrator must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an individual

providing the above-described services encounters while performing the essential functions of Clerk/Zoning Administrator. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is sometimes exposed to wet, cold and/or humid conditions, fumes or airborne particles. The noise level in the work environment is usually quiet in the office and moderate in the field.

This position does not require tasks that involve potential for exposure to blood or other potentially infectious material on a routine or non-routine basis as a condition of employment.

### **SELECTION GUIDELINES**

Formal application; education and experience; oral interview and reference check.

### **CONDITIONS**

The duties listed above are intended only as illustrations of the various types of work that will be required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

I have read and accept the above job description. I have discussed it with my immediate supervisor.

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Employee

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor

\_\_\_\_\_

Date

**Drafted:** November 28, 2000

**Modified:** January 29, 2001  
October 27, 2009  
November 4, 2009  
October 7, 2015

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