

Township of Nelson Job Description
ZONING ASSISTANT

PART - TIME 12 HOURS PER WEEK \$ 15.00 TO 21.00 PER HOUR

Apply: Nelson Township - Supervisor@Nelsontownship.org (Resume & Cover Letter)

Supervised by: Supervisor/Zoning Administrator

Summary: Provides administrative and clerical support to the Zoning administrator. The Zoning assistant may not act as the Zoning administrator in any official capacity.

Essential Duties and Responsibilities:

Attend and record minutes from the Planning Commission, Zoning Board of Appeals, and Site Plan Review meetings, or when directed by the Zoning Administrator.

Assists the Zoning Administrator in reviewing, processing and filing Building and Zoning Applications.

Data entry of Certificates of Occupancy, and building permits. Compiles monthly data for the Township Board and Planning Commission Zoning reports. Files permits and reports appropriately and conducts end of year consolidation of records.

Assists residents with information regarding application process and compliance to ordinances. Coordinates with Zoning Administrator to issue temporary sign permits.

May take verbal or written complaints regarding ordinance violations from residents and give them to the Zoning Administrator to log and follow up.

Assists Zoning Administrator with processing Planning Commission and Board of Appeals paperwork and sending out neighbor notices.

In collaboration with the Zoning Administrator, may assist the Township Supervisor as needed.

Keeps abreast of current issues, technical information and developments related to Zoning and Planning. Attends job related workshops, seminars or other education opportunities.

Job Requirements:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

A high school diploma is required.

An Associate's degree or technical school certification in Administrative Assisting or a related field is preferred.

Experience taking minutes for a meeting, understanding of what legally needs to be recorded and entering information into Municipal Recording Software.

Skill in the use of office equipment and technology, including computers and related software, and the ability to learn new technologies.

Skill in maintaining accurate files and in preparing related reports, attention to detail.

Basic Accounting

Ability and willingness to pursue professional development opportunities and remain abreast of current issues and progressive methods related to municipal planning.

Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with citizens, elected and appointed officials, employees and others.

Ability to attend meetings scheduled at night or other than regular business hours.

A Michigan Vehicle Operator's License.

Ability and willingness to travel to other locations as needed.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those employee encounters while performing the essential functions of the job.

This person will also assist the Assessor with daily duties.

Accommodations may be made to enable individuals with disabilities to perform the essential functions. An employee in this position spends nearly all of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time or move around the office to complete administrative duties.

General Nelson Township Guideline/ Workplace Culture: All staff at Nelson township work together to serve residents in addition to their job specific duties. These tasks include: Dressing in an appropriate manner (per employee policy).

Whenever possible, addressing residents when they arrive and directing them to the proper department, answering the general phone line, attending staff meetings, being present for all agreed upon hours unless arraigned or unable to do so. All staff will use the electronic calendar for reference and sharing of main schedule changes.

All Township employees and Board members should maintain curiosity of current affairs, both within Nelson Township and in our local and Federal communities. All Township employees and Board members should seek out and attend job - related education and seminars as much as possible or appropriate, at least once a year.