

Hamlin Township has a vacancy for a part-time Zoning Administrator. Must have a valid State of Michigan Driver's License; ability to work cooperatively and efficiently with people; self-starter and detailed oriented. Submit letter of application, resume, salary requirements, references and certifications to: Hamlin Township, Nancy Vandervest, 3775 N. Jebavy Drive, Ludington, MI 49431 by September 15, 2021. Hamlin Township is an "at-will" employer.

### **Zoning Administrator**

Zoning Administrator duties: The Zoning Administrator shall include without limitation, the investigation of ordinance and code violations, the preparation and service of notice of violations, address citizen's complaints and record information. Person should be a self-starter, ability to function with minimal daily supervision, ability to communicate effectively and working knowledge of word computer programs. Site visits to properties with follow-up property inspections and maintain the Zoning Department in a way which promotes Hamlin Township.

Attend Planning Commission Meetings. Process Special Land Use Requests, post zoning amendments for public hearing, keep the Zoning Ordinance up-to-date and assist Planning Commission.

Attend Zoning Board of Appeals Meetings. Process Zoning Variance Applications, take minutes at hearings, post notices and assist Zoning Board of Appeals.

Issue Land Use Zoning Permits. Review/Approve Land Division Applications and attend court hearings if necessary.

All records, documents, papers, etc., used by the Zoning Administrator will remain property of the Township of Hamlin.

This is a part-time position with a 90-Day probation period. This position will require at-least 16 hours as defined Office Hours to issue permits, etc.

Applicant must possess a valid Michigan Drivers License.

Follow up with Land Use Permits and notify property owner to renew permit in second and third year.

Report to the Township Board and attend monthly township board meeting.

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The Zoning Administrator is under direct supervision and authority of the Township Supervisor. The Hamlin Township Board of Trustees will approve the hiring of the Zoning Administrator by a majority vote of the Township Board of Trustees. Disciplinary action, including dismissal, is under the Township Board of Trustees jurisdiction with recommendation by Township Supervisor.