ZONING ADMINISTRATOR/ORDINANCE ENFORCEMENT

GREEN LAKE TOWNSHIP

GRAND TRAVERSE COUNTY

Green Lake Township (Grand Traverse County, Michigan) is accepting applications for a

Zoning Administrator/Ordinance Enforcement.

Below is a summary of the job duties:

 Performs all duties of the Zoning Administrator as provided by the Township Zoning Ordinance and State Law and any other duties prescribed by the Township Supervisor and Township Board.

Reviews zoning applications and issues or denies permits based on information provided.

Performs site inspections to assure compliance with the Zoning Ordinance for land use permits, variances, and special use permits.

Investigates zoning/ordinance violations and pursues appropriate means of correction.

Answers questions posed by the general public regarding provisions of the Zoning Ordinance and renders written opinion when appropriate.

Attends regular and special meetings of the Planning Commission and Zoning Board of Appeals.

Acts as staff support to the Planning Commission in preparing rezoning requests, ordinance amendments, special use permits and general updates to the Township Master Plan.

Acts as staff liaison to the Zoning Board of Appeals by investigating and presenting requests for variances, interpretations, non-conforming designations and maintaining necessary records.

Qualified applicants must be proficient in BS&A Building Systems program, Microsoft Office Home, and Business, have a minimum of five (5) years’ experience in planning and zoning. Effective written and verbal communication skills are necessary.

Selected candidates must undergo a criminal background check prior to the start date.

The starting salary for this full- time position is $40,000.00 to $50,000.00 depending on experience and includes benefits.

Candidates may submit a resume and cover letter, salary requirements and contact information to:

Marvin D. Radtke, Jr., Supervisor, 9394 Tenth Street, Interlochen, Michigan 49643.

Deadline: June 24, 2024, 4:00 p.m.