

CHARTER TOWNSHIP OF FORT GRATIOT JOB DESCRIPTION

TYPICAL DUTIES, CONTINUED:

13. Assist residents and developers with site plan, special land use, rezoning, variances and class a designation requests.
14. Perform planning and related work in the preparation and maintenance of the master plan, Code of Ordinances, and other functional and special purpose plans; implementing ordinances, policy documents and special projects.
15. Review subdivision plans, development proposals, site plan, special land use, rezoning, variances and class a designation requests and make recommendations regarding such.
16. Research, develop and prepare grants, resolutions and draft ordinances pertaining to planning and zoning and present such to Township boards and commissions.
17. Prepare correspondence, grant applications, records and reports.
18. Occasionally attend and participate in meetings of Township boards and commissions.
19. Assist in the preparation of the departmental budget.
20. Attending courses related to planning, zoning, and community relations as may be offered on a continual basis; completing related certification programs and maintaining certification.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel, so classified.

EMPLOYMENT QUALIFICATIONS:

An employee in this class, upon appointment, shall have the following training and experience, or the equivalent:

1. Ability and willingness to acquire relative certifications.
2. Thorough knowledge of municipal regulations, practices and procedures.
3. Considerable knowledge of modern office administration, practices, and procedures.
4. Considerable knowledge of business English, commercial subjects and report writing.
5. Knowledge of current word processing, spreadsheet, database, publication, and other software.
6. Ability to assemble data and to prepare accurate records and reports.
7. Initiative and resourcefulness in handling problem situations.
8. Considerable speed, skill and accuracy in the use of a personal computer and typewriter.
9. Ability to plan and organize work activities.
10. Honest, dependable, ability to handle confidential matters.
11. Ability to work effectively with other officials, employees and the general public.
12. Consistency in performance and a professional appearance and demeanor are required at all times.
13. Building terminology and the ability to read and understand blueprints.
14. Knowledge of state laws and regulations related to planning, zoning, subdivision control, community development and ordinance development.
15. Ability to organize and schedule assigned work to meet established deadlines in an environment where interruptions may occur frequently; ability to comprehend, interpret and process detailed information.
16. High school diploma or equivalent; college experience or additional training highly desirable. Work experience related to community development or planning preferred.
17. Lifting boxes of office supplies, building plans, files, records and other department materials weighing minimum 25 pounds to waist-high level; manual dexterity and ability to sit and operate a computer for extended periods.
18. Valid operator license (driver's license) and valid auto insurance.

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

CHARTER TOWNSHIP OF FORT GRATIOT

JOB DESCRIPTION

JOB TITLE: Community Development Coordinator
*FLSA: Exempt
SUPERVISED BY: Township Supervisor

GENERAL SUMMARY:

Under the supervision of the Township Supervisor or his/her designee, performs variety of duties which require public relations in a professional manner involving independent judgment. Act as the Township liaison to various business and municipal entities within the community. Focus on creating and maintaining recreational opportunities in the form of events and programs.

Perform planning work and maintain, interpret and implement the Code of Ordinances and Township Master Plan. Compile and analyze statistical and technical data and make planning recommendations. Prepare and present effective reports, recommendations, resolutions, and ordinances to the Zoning Board of Appeals, Planning Commission, and Township Board of Trustees. Assist and provide advice to and counsel developers and residents on land use planning matters independently or under the direction of the Township planning consultants and engineers, and perform related work as required.

Responsible for administration of the Planning Commission to ensure smooth operations by providing various clerical and administrative support, including transcription of meeting minutes, notices, agendas, agenda packets, and reports.

TYPICAL DUTIES:

1. Index and organize files of Township Ordinances and Resolutions, according to date and subject matters.
2. Assist the Township Supervisor by relieving him or her of administrative detail and handling more routine administrative matters independently.
3. Assemble and provide technical information regarding departmental regulations, Township ordinances, state and other requirements and procedures.
4. Act as liaison between Supervisor and various committees, boards, service clubs, business organizations, etc., as necessary; meeting attendance may be required.
5. Performs various other related duties, as assigned.
6. Organize Township events and related volunteer groups.
7. Prepares notices, agendas, minutes and other materials in advance for Planning Commission meetings; may need to attend meetings; transcribes meeting minutes and prepares for review by Zoning Administrator or his/her designee; incorporates changes as necessary.
8. Assists citizens, representatives from various professional organizations and other interested parties regarding planning/zoning related matters; provides positive first impression to visitors to the department and Township.
9. Prepares correspondence, maintains various Planning Department files, and performs other secretarial duties, coordinates meetings of department heads for plan review.
10. Performs other duties and special projects as requested to facilitate efficient operations of the Planning Commission, Planning Department, and any other department as necessary.
11. Deliver agenda packets occasionally; act as liaison between the Township and various outside consultants.
12. Oversee the distribution of plans to the appropriate agencies. (Planning Consultant, Engineer, etc.)

* *Federal Labor Standard Act*

*Robert C. Crawford, Clerk
Robert Buechler, Treasurer*



*Scott Bradley, Trustee
Linda Bruckner, Trustee
George Kish, Trustee
Robert Montgomery, Trustee*

**FORT GRATIOT CHARTER TOWNSHIP
COUNTY OF ST. CLAIR, MICHIGAN**

PLEASE TAKE NOTICE

PLEASE TAKE NOTICE that Fort Gratiot Charter Township is seeking a person to handle the full time position of ***Community Development Coordinator***, Monday through Friday, 8:00 a.m. - 4:30 p.m.

Interested persons should submit an Application and Resume to the Clerk, prior to the deadline, below.

**ROBERT C. CRAWFORD, CLERK
FORT GRATIOT CHARTER TOWNSHIP**

POSTED:	07/26/2019
DEADLINE:	08/02/2019