

VILLAGE OF BEVERLY HILLS JOB DESCRIPTION

PLANNING, ZONING AND ECONOMIC DEVELOPMENT ADMINISTRATOR

Supervised by: Village Manager
Supervises: Employees assigned to Planning, Zoning and Economic Development

Position Summary:

Under the supervision of the Village Manager, performs professional and administrative duties related to planning and zoning administration. Assists the Village Council, Planning Commission, Zoning Board of Appeals, residents, commercial property owners and developers with planning and zoning issues. Interprets and enforces the zoning ordinance and assists employees engaged in building and code enforcement services. Also oversees the Economic Development Department.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Interprets, administers and enforces the zoning ordinances. Performs on-site inspections and documents review to determine compliance with state and local codes and ordinances and related criteria.
2. Explains, interprets and provides guidance regarding applicable planning and zoning issues to architects, engineers, contractors, developers, property owners, the public and municipal officials. Provides assistance, responds to requests and resolves complaints.
3. Coordinates site plan reviews with the Village's contracted Building Official and monitors the contractor's performance and service provision.
4. Assists the Code Enforcement Officer with notices of violations, letters, and reports, and otherwise assembles background materials related to enforcement activities.
5. Provides technical and administrative support to the Building Department as required.
6. Provides technical and administrative support to the Zoning Board of Appeals, the Planning Commission and other boards, commissions, and committees as required. Conducts research, prepares meeting agendas and packets, attends meetings and enforces rulings.

7. Oversees the maintenance of comprehensive records and documents relating to the operations and activities of the Economic Development Department as well as planning and zoning. Assembles information and prepares necessary reports.
8. Coordinates projects associated with CDBG and HUD funded projects and attends meetings as necessary. Completes requisite paperwork and monitors service provision and financial status.
9. Maintains cooperative relationships with peer agencies and other governmental units to coordinate the planning and zoning functions. Keeps abreast of professional developments in the field and attends conferences, workshops, and seminars as appropriate.
10. Performs related tasks as required.

Desirable Knowledge, Skills, Abilities and Minimum Qualifications:

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.

Requirements include the following:

- Bachelor's Degree in urban planning, geography, planning administration, economic development, or related field or an equivalent amount of education and experience.
- Five years experience in land use planning and zoning administration.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the principles, practices and techniques of modern land use planning.
- Considerable knowledge of the public management principles and techniques utilized in managing operations and personnel.
- Thorough knowledge of local, state and federal laws and other regulations governing land use.
- Thorough knowledge of the principles and practices of municipal planning and land use issues.
- Thorough knowledge of the practices of plan review and site inspection.
- Skill in compiling and evaluating complex planning, land use, and zoning code guidelines and formulating policy, standards, and service recommendations.

- Ability to interact professionally, constructively, and diplomatically with top level administrators, other employees, representatives of the business community, other governmental units and the general public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, GIS software and other software specific to the department; and the ability to master new technologies.
- Skill in reviewing and interpreting site plans, blueprints, specifications and complex construction drawings.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with builders, architects, planners, property owners, the public, other professional contacts, and Village officials.
- Ability to attend evening meetings with regularity in serving boards and commissions.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others and visually inspect written documents. The employee frequently is required to stand, walk; use hands to finger handle or feel and reach with hands and arms. The employee is required to travel to other locations to view and/or assess property or structures. The employee must occasionally lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee regularly works in a business office setting but is required to visit various indoor and outdoor locations throughout the Village. As a result, the employee may be exposed to adverse weather conditions and exposed to loud noises, dust or airborne particles and potentially unsanitary conditions. The noise level in the work environment is usually quiet but may become loud in field work.

To Apply:

Please send a resumé and cover letter to Jeffrey Campbell, Village Manager at jcampbell@villagebeverlyhills.com by 5:00 p.m. on Friday, April 12, 2024.