

West Bloomfield Township is accepting applications for the following position:

Position: **Planner**
Department: **Planning and Development Services**
Pay Level: **6.0**
Salary: **\$59,124.00 to \$79,774.50**
Union: **TPOA**

General Summary:

Under direction of the Development Services Director and the general supervision of the Planning & Zoning Manager is responsible for coordinating zoning ordinance processes and planning related activities and is staff liaison to the Zoning Board of Appeals; including zoning variance requests. Duties delegated or assigned are carried out with moderate independence and latitude with the Director being consulted on policy issues and unusual situations. Work is evaluated through review of reports, maintain positive relationships, activity summaries and assessment of Township operations, effectiveness and efficiency.

Qualifications:

- Bachelor's degree in Urban Planning, Architecture, Geography, Civil Engineering, or the equivalent.
- Master's degree in a related preferred as is AICP accreditation.
- Three to five years' experience in progressively more responsible municipal or urban planning consulting.

Applications can be obtained from our web-site at: www.wbtownship.org/jobs, or the Human Resources Department, 4550 Walnut Lake Road, West Bloomfield. Applicants must complete an employment application to be considered for this position. Resumes alone are not sufficient.

Applications accepted until position is filled.your departments.



WEST BLOOMFIELD TOWNSHIP

Job Description

Planner

Drafted: 08/11/15

Adopted: 01/19/21
Pay Grade: 6.0

General Summary:

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Representative Duties and Responsibilities which may be considered Essential Function(s):

Clerical

- Prepares: legal publication notices, staff reports, ordinance review letters, meeting agendas, and reviews / edits meeting minutes.
- Answers: phones and inquiries concerning zoning and variance requests and other department operations.
- Calculates: square footage of building, land impacts and the like to properly assess and evaluate variance and permit requests.

Control and Technical:

- Analyzes: land-use proposals; building and development zoning requests, consultant contracts; projects including, but not limited to, site plans, special land uses, zoning permits and variance requests.
- Assists: in special projects; in the drafting of ordinances relating to planning, environmental and development operations Department responsibility.
- Consults: with residents, property owners, design professionals, contractors and staff to determine compliance with the provisions of the Zoning Ordinance and other land-use ordinances, completeness of applications, and to identify solutions to issues encountered in administering requirements and standards of the Township
- Compiles: staff report reports for the Zoning Board of Appeals and Planning Commission.
- Liaison: to Zoning Board of Appeals and possibly Environmental and/or Planning Commission regarding use and planning issues.

- Monitors: complaints related to zoning/planning issues from residents and others are properly answered.
- Organizes: recommendations to and activities of the Zoning Board of Appeals and Planning Commission.
- Represents: the various boards and commissions on requests for appeal on requests for appeal on land use policy.
- Reviews: site plans and proposed designs of construction projects.
- Reports: attends, prepares and posts agenda for Planning Commission meetings and attends Board meetings.
- Conducts: technical reviews and site inspections for zoning and planning related activities and applications.
- Coordinates: with Building, Engineering, Planning and Environmental operations staff to assure efforts are directed toward common objectives and prevent duplication.
- Communicates: with staff, department heads and board and commission members concerning assigned variance requests and projects.

Special Items:

- May be assigned unique tasks to the department within the competency level of the other tasks described in this document.
- The preceding statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Performs other related duties as required.

Qualifications:

- Bachelor's degree in Urban Planning, Architecture, Geography, Civil Engineering, or the equivalent. (Note: This requirement doesn't apply to current Township Employees.)
- Master's degree in a related preferred as is AICP accreditation.
- Three to five years' experience in progressively more responsible municipal or urban planning consulting.

The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria. Additional experience or education may be substituted on a two for one basis to meet minimum requirements. See ADA requirements for additional requirements.

Equipment and Tools Used:

Personal computer, GIS software and equipment, public records, ordinances and laws.

Abilities:

Math - A complete understanding of algebra, statistics, geometry, percentages, fractions, ratios, rates, and calculations is required.

Reading - Ability to read and comprehend blue prints, site plans, complex manuals, instructions, legal documents, and legislation.

Writing - Ability to draft correspondence, technical memoranda, manuals, and guides for the administration of tasks, procedures, and presentations. Such documents must be implemented with correct format, punctuation, spelling and grammar.

Speaking - Ability to clearly communicate information and questions related to all aspects of the job in person and over the phone using effective verbal and written communications skills.

Physical Requirements:

Considered Light Work.

Lifting - up to 30 pounds on an occasional basis

Ability to maneuver as necessary to do inspection that may involve stooping or kneeling.

May occasionally climb stairs (elevator available in Town Hall).

Walking - occasionally; Standing - occasionally; Sitting - constantly

Use of hands - constantly

Reaching - frequently

Vision - near and far vision required.

Hearing - must be able to hear and understand normal speech in same room, on a construction job site, and on phone.

Environment and Hazards:

Noise - office environment.

Caustic chemicals - no.

Moving equipment hazards - no.

Weapons - no.

Dust – rarely

Traffic hazards – occasionally.

High pressure lines – no.

Electrical hazards - no.

Extreme outdoor temperatures - rarely.

Dangerous persons - rarely.

Atmosphere hazards - no.

Biohazards – no.

Slip Hazards – rarely.

The Charter Township of West Bloomfield values diversity in its workforce and is an Equal Opportunity Employer that does not discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local laws.