

MOFFATT TOWNSHIP

Thomas Spencer, Supervisor
Kevin Kaczmarek, Treasurer
Dennis Wirley, Trustee

Allison Chmielewski, Clerk
Patrick Jedrzejczyk, Trustee

This is a draft job description subject to approval by the Moffatt Township Board on May 18, 2026

Zoning Administrator

Position Title: Zoning Administrator

Reports To: Moffatt Township Board

Employment Status: Employee: Part-time

Compensation: Annual Salary: \$8,400.00, Hours worked vary. Retirement match, mileage & per diem for court appearances.

Position Summary: The Zoning Administrator has overall responsibility to administer the Moffatt Township Zoning Ordinance as well as all other applicable Township ordinances as written, without authority to deviate from the respective ordinance. The position also serves as a liaison to the Township Planning Commission.

Primary Duties and Responsibilities:

The following list of responsibilities is not exhaustive and may be supplemented from time to time.

Ordinance Administration

- Knowledge of Michigan statutes pertaining to township zoning, planning and land division.
- Thorough knowledge of Township Zoning Ordinance and appropriate forms and Zoning Administrator duties and responsibilities per the Ordinance.
- Overall administration and enforcement of the Zoning Ordinance.
- Receives and processes applications for zoning permits, special use permits, site plan reviews, variances, administrative appeals, and land divisions.
- Determines compliance with the provisions of the Zoning Ordinance and completeness of the respective applications.
- Issues the appropriate land use permit when all provisions of the Ordinance comply and maintain a complete file of permits issued with supporting documentation. Notifies applicant, in writing, if the proposed use is not in compliance with Ordinance standards and assists with an appropriate alternative procedure, appeals, or any other administrative remedies necessary to attain compliance.
- Performs periodic inspections to ensure permits and land use changes comply with the Zoning Ordinance.
- Assist the public with zoning and permit questions and with general customer needs via telephone, email and in person.
- Maintains a variety of logs and records related to inspections and enforcement activities.
- Attends all Township Board, Planning Commission and Zoning Board of Appeals meetings to report on zoning matters and to advise on issues related to zoning administration.
- Responds to complaints in a timely manner.
- Testify, as necessary, at public and judicial hearings.

Office Administration

- Transmit permit fees collected to the Treasurer.
- Submit copies of zoning permits to the Assessor and Clerk.
- Distributes the zoning ordinance and amendments to the Township Board, Planning Commission and Zoning Board of Appeals.
- Maintains the zoning map, text and office records up to date by recording all amendments and coordinates with the Clerk to retain all official documents; and makes copies of the Zoning Ordinance available to the public.
- Submits a written monthly and annual report to the Township Board, which includes permits issued/denied, appeals, request for amendments, request for variances, and other pertinent ordinance administration information.

Public Relations

- Ability to work and communicate, both verbally and in writing, with elected and appointed officials and the public with appropriate etiquette and professionalism.
- Assist the public, applicants, developers, and their representatives with zoning inquiries, proposals, and applications. Directs individual(s) to the proper agency(ies) for other needed permits.
- Be accessible to the public by telephone during non-business hours.
- Attend seminars, training and/or conferences on a regular basis to stay up to date on laws, zoning trends, and other information pertinent to ordinance administration.

Qualifications & Skills

- Education: Graduation from an accredited high school or GED. Site plan and blueprint reading skills are helpful, but not necessary.
- Experience: Working knowledge of zoning law or experience as a zoning administrator preferred, but not necessary.
- A deductive, logical system of thought common in reading and interpreting legal documents.
- An ability to read legal descriptions and similar documents pertinent to zoning administration preferred.
- Basic computer skills and knowledge in use of word processing.
- Ability to work and communicate effectively with the public.
- Telephone etiquette and skills
- Ability to pay close attention to details.
- Must have good organization skills including: the ability to prioritize and schedule workload appropriately; ability to work independently with little supervision; and meet deadlines.
- Must have a valid Michigan vehicle operator's license and provide own transportation