



**Village of Lake Isabella
Compensation Schedule
& Job Descriptions**

December, 2018

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Section One Compensation Schedule

Hourly Staff:

Position	Minimum	Maximum
Zoning Administrator	\$15.00	\$17.50
DPW Laborer*	\$10.00	\$15.00
DPW Laborer (Seasonal)**	\$10.00	\$12.50
Code Enforcement Officer	\$10.00	\$15.00
Office Assistant (Part-time)	\$10.00	\$15.00
Office Assistant (Seasonal/Temporary)**	\$10.00	\$12.50
Intern	\$9.50	\$11.00

* If Employee is the Crew Leader/Supervisor, hourly rate increases by \$0.50/hour.

** Seasonal staff members are compensated hourly as follows:

1 st Season:	\$10.00
2 nd Season:	\$10.50
3 rd Season:	\$11.00
4 th Season:	\$11.50
5 th Season:	\$12.00
6 th Season and Beyond:	\$12.50

Salaried Staff:

Step	Village Manager	Deputy Manager
1	\$55,000	\$34,500
2	\$57,500	\$36,000
3	\$60,000	\$37,250
4	\$62,000	\$38,500
5	\$64,000	\$40,000
6	Performance Based Open Range	Performance Based Open Range
7		
8		
9	\$72,500	\$46,000

* Non-contractual salaried staff is eligible for an annual performance payments at the schedule as the Village Manager per his/her applicable contract and budgetary provisions up to a maximum of 4% of base salary.

Section Two

Salaried Staff Step Competencies

The Village of Lake Isabella uses a combined system with both formal steps and a flexible, open range for salaried staff compensation. With this method, step increases based on longevity are utilized initially, provided the employee is evaluated and has a minimum overall level of satisfaction warranting advancement to the next step on the applicable compensation schedule. Merit-based progression after a certain tenure level is achieved. This combined system recognizes the "learning curve" found in early years of employment and focuses on performance once longer tenure and associated job mastery is achieved.

Pay adjustments are a two-step process. The first is a general adjustment of the entire pay system to reflect inflationary or cost-of-living increases reviewed and approved annually by the Village Council. And the second is individual level adjustments based on performance, competency, and/or longevity.

Every five to seven years a full study should be conducted to check the adequacy of present pay rates and internal ranking of jobs. In devising a pay and benefits system, an employer is well-served to consider its mission and organizational goals and align its compensation policy accordingly.

It is the goal of the Village of Lake Isabella to develop staff and provide them with opportunities for personal and professional growth. While the Village utilizes a traditional organization structure, it is the goal of the organization to have a culture that champions leadership and quality service at all levels of the organization.

For salaried staff, by the conclusion of the 5th year of employment staff should have passed beyond the entry level skill set required for initial employment, and be showing a growing mastery of the Essential Job Functions for their position. Based upon the uniqueness of an individual's career path and work/education background, no one single set of expectations would be appropriate for guiding staff through the Step process.

As part of a salaried employee's annual review, the individual and supervisor shall generate a set of goals encompassing both growth in Essential Job Functions, and also development of the Required Knowledge, Skills, and Abilities required for the position.

Once an employee has pass the five-year mark, focus should begin to shift from developing the core competencies for their position, to mastery of those skills and abilities. As part of the annual review process, employees and supervisors should consider any and all requiring Continuing Education requirements for certifications or proficiencies already obtained in that employee's tenure.

Section Three Job Descriptions

Position: **Code Enforcement Officer**

Supervised by: Village Manager

Supervises: None

Summary:

This is a sworn enforcement position upholding property maintenance and blight issues in accordance with local ordinances. Work includes inspecting, citing and abating nuisances, blight, and general ordinance violations..

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. Inspect all areas within the Village for nuisance violations including weeds and debris, signs, trash, junk vehicles, etc.; respond to specific citizen complaints/inquiries concerning violations.
2. Explains and provides guidance regarding applicable codes and ordinances to residents, property owners, the general public and Village officials. Provides assistance, responds to requests, and resolves complaints.
3. Initiate contact in person, by telephone, or in writing to cite violations and to identify guidelines and timeframes to bring violations into compliance; perform re-inspections to assure compliance; testify in court.
4. Communicate tactfully with the public at the counter, in the field, by letter, by e-mail, or by telephone concerning zoning, nuisance, or property maintenance matters.
5. Prepare for and appear in court to testify regarding ordinance violations; work with Village Attorney in preparation for complaint hearings.

6. Maintain records and files regarding inspections and violations; prepare accurate staff reports as directed.
7. Establish and maintain effective working relations, and work pleasantly and effectively with elected officials, department heads, supervisors, employees, other governmental agencies and the general public even during stressful situations.
8. Perform related work as required.

Required 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.

- Educational requirements include high school diploma or the equivalent.
- Minimum one-year experience in code enforcement and building maintenance or related field preferred.
- Is required to be drug and alcohol free while on the job.
- Is required to participate in random drug and alcohol testing.
- A valid Michigan driver's license is required.
- Willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; makes timely decisions.
- Ability to effectively communicate, understand instructions, and follow directions.
- Ability to establish effective working relationships, use good judgment, initiative and resourcefulness when dealing with other employees and the public.
- Ability to work effectively under stress, with changes in work priorities, and in emergency situations.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 talk, hear and view and create documents. The employee frequently is required to stand; walk; use hands; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of moderate to heavy weight.

While performing the duties of this job, the employee works in both a business office setting and in the field. In the course of field activities, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office, and may become moderate or potentially loud in field situations.

Position: **DPW Laborer**

Supervised by: Village Manager
DPW Crew Leader

Supervises: None

Summary:

Performs general labor in support of a wide range of public works projects to maintain and upgrade the Village's infrastructure. Activities range from roadwork, grounds keeping, facilities maintenance and related work.

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. Adheres to all applicable safety procedures while operating equipment and tools, working with chemicals or electrical sources, accessing confined spaces, and while working in other dangerous situations.
2. Maintains daily logs of projects and the equipment, vehicles and materials used.
3. Participates in the routine maintenance and basic repair of Village equipment and vehicles. Records preventative maintenance activities according to established procedures.
4. Provides manual labor in support of the regular maintenance and special projects related to Village streets, parking lots, and related infrastructure. Labor may involve patching, curb repair and construction, snow and ice removal, traffic sign repair or replacement, pavement markings, street sign maintenance/installation, and other projects as assigned.
5. Performs general and skilled maintenance and custodial tasks on Village buildings and facilities. Cleans Village buildings and facilities and completes basic repairs.
6. Provides manual labor in support of general grounds keeping and special landscaping projects including mowing, trimming, planting, tree trimmings and removal, chipping, leaf pick-up, brush pick-up, storm clean-up and other activities as required.
7. Maintains facilities as directed.

8. Under adequate supervision, operates vehicles and trucks of various sizes and weights and a variety of public works equipment such as loader, chainsaw, tractor, mower, blower, and others.
9. Represents the Public Works Department by establishing and maintaining effective relationships with the public and other employees. Responds to public inquiries and refers complaints to Village Hall.
10. Assists with special events and seasonal projects. Puts up holiday decorations, places barricades for fireworks and prepares Village buildings and grounds.
11. Responds to emergencies and is available on stand-by basis, at night or on weekends or holidays, as operational needs demand.
12. Perform special projects as assigned.

Required 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.

- Educational requirements include high school diploma or the equivalent.
- Experience requirements include one or more years of responsible work experience in general labor, construction, or related field.
- Is required to be drug and alcohol free while on the job.
- Is required to participate in random drug and alcohol testing.
- A valid Michigan driver's license is required.
- Knowledge of safety procedures and precautions involved in equipment operation and maintenance work.
- Skill in the use of public works vehicles, equipment, tools, and materials utilized in public works projects.
- Skill in completing a variety of construction, repair, custodial and maintenance tasks.
- Ability to effectively communicate, understand instructions, and follow directions.
- Ability to establish effective working relationships, use good judgment, initiative and resourcefulness when dealing with other employees and the public.

- Ability to work effectively under stress, with changes in work priorities, and in emergency situations.

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.

An employee in this position spends the majority of their time in the field at various public works project sites. This may include sites with treacherous terrain, requiring the employee to traverse uneven ground, access confined spaces, climb up or crawl down, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with construction sites and public works maintenance activities.

While performing the duties of this job, the employee is regularly required to communicate with others, in person and by radio and travel to other locations. The employee's environment can range from an office or garage setting to highly precarious situations.

Position: Deputy Village Manager

Supervised by: Village Manager

Supervises: Village employees as assigned

Position Summary:

Serves as the Accountant, Deputy Clerk, and Deputy Treasurer for the Village. Completes financial and accounting functions, including account receivable, accounts payable, payroll, investments, taxes, budget development and administration, and the annual audit. Attends to the front counter, assists customers, and assists the Village Manager in carrying out Village operations. Acts as the Village Manager in that person's absence.

Essential Job Functions:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not intended to be an exhaustive list of the duties which the employee may be expected to perform.

1. Maintains the financial records of the Village and maintains and monitors all Village accounts. Performs the financial activities of the Village and prepares and submits required reports in accordance with accepted fiscal practices and Federal, State and local regulations.
2. Serves as the Village Accountant, ensuring the accuracy of the Village's general ledger, bank accounts, and investment. Reconciles bank statements and other accounts, researches and recommends the investment of municipal funds, and otherwise ensures the balancing of all funds. Administers the schedule and payment of bonds and maintains related records.
3. Assists in the development and administration of the annual budget and assists the Village Manager in the development and implementation of long-range financial plans and policies. Assists in grant research, writing, and administration.
4. Coordinates the year-end closing of financial records and general audit. Prepares year-end adjustments and schedules. Works with auditors to ensure accuracy of financial reporting. Provides documentation and analysis as needed.
5. Processes accounts payable. Sorts and codes invoices, investigates conflicting information, and obtains appropriate invoice approvals. Prepares check run, performs data entry of invoice data, records payments, and prints and mails checks. Prepares and files 1099 forms at year-end. Maintains all related paperwork and forms.
6. Processes payroll for Village employees. Collects summaries of hours worked, calculates payroll figures, withholding taxes, benefit

premiums, retirement allocations, and other withholdings. Processes checks and direct deposit requests. Prepares quarterly and annual payroll reports such as payroll tax filings, Worker's Compensation and Unemployment insurance, W-2s, 941 deposits, and other related reports.

7. Serves as the Deputy Treasurer. Compiles current and delinquent tax rolls, calculates any special assessments, prepares tax bills, collects tax payments, and prepares settlements.
8. Serves as the Deputy Clerk. Attends Village Council meetings, assists in preparing meeting packets and agendas, and prepares and posts meeting minutes. Prepares drafts of resolutions, ordinances, policies, and other related documents and ensures that all final drafts are properly signed, posted, and stored.
9. Attends to customers at the counter and on the phone. Responds to resident and customer inquiries and assists the public with a broad range of issues and needs. Receives and processes payments at the counter and in the mail for Village taxes, fees, and other payments. Balances payments and prepares bank deposits.
10. Provides general administrative and clerical support for the Village Manager and office. Types, files, scans, and performs data entry. Screens phone calls and reports vital information to the Village Manager. Schedules meetings, conferences, and other appointments for the Village Manager. Ensures the Village office is well stocked with supplies and is kept clean and tidy.
11. Serves as the City's Freedom of Information Act (FOIA) coordinator. Assists in researching and compiling information and coordinates with the Village Manager and/or Village Attorney as needed.
12. Provides training, distributes work assignments, and/or provides day-to-day supervision of assigned staff.
13. Coordinate a variety of community projects and volunteer programs.
14. Assists with zoning and enforcement activities. Receive permit applications, reviews for accuracy and completeness, and schedules inspections as needed. Updates case files, prepares mailings, and grants extensions as appropriate.
15. Attends meetings, performs research, submits reports, and recommends policies and programs.
16. Acts as the Village Manager in that person's absence.
17. Performs other duties as assigned.

Required 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.

- An Associate's degree or equivalent in finance, accounting, business administration, or related field with two or more years of related experience is required. Five or more years of experience in accounting or related field may offset the education requirement.
- State of Michigan Vehicle Operator's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Certification as a Notary Public, or the ability to become certified, is required.
- Thorough knowledge of generally accepted accounting principles and governmental accounting principles and practices and the ability to apply them accurately.
- Thorough knowledge of the Village charter, services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Knowledge of the professional principles and procedures of public administration.
- Basic knowledge of zoning administration and code enforcement activities.
- Skill in taking minutes, maintaining and updating complex records and documents, compiling and evaluating data, and preparing clear and accurate reports.
- Skill in maintaining and updating complex records and documents, compiling and evaluating financial data and information, and preparing clear and accurate reports.
- Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master new technologies.
- Excellent customer service skills, including responding diplomatically to customer and internal questions and complaints.
- Ability to effectively provide work assignments, provide training, and supervise the work of others.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, elected officials, professional contacts, community leaders, the media, and the public.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.

- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and work extended hours as operational needs demand.

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 regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office to travel to other locations. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is occasionally required to travel to various locations within and outside the Village and work outside the office. The employee may occasionally be exposed to adverse weather conditions and loud noises.

Position: Office Assistant

Supervised by: Village Manager

Supervises: None

Summary:

Performs a variety of difficult, responsible and specialized administrative and office support functions; creates and maintains specialized reports, records and files required in connection with department work processes; interacts with Village personnel and the public on technical matters; and performs related duties as assigned. Also, is the primary telephone contact with public and performs related work as required.

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. Assists in preparing and processing correspondence, mass mailings, notifications, records, documents, reports, statements, applications and information requests as well as obtaining information from a variety of sources.
2. Answers telephones and screens incoming calls responding independently when possible. Responds to walk-in requests, mail, and e-mails and provides information and assistance.
3. Publishes all required legal notices in the official newspaper of the Village within the appropriate time requirements dictated by state law.
4. Maintains a concise and comprehensive filing system, including the handling of confidential documents and related computer databases, filing and records systems.
5. Compiles information for special projects and assembles data as requested.
6. Collects, writes receipts, handles and makes deposits of monies.
7. Responds effectively both orally and in writing to inquiries or complaints.
8. Reads, analyzes, and interprets reports and documents.
9. Effectively articulates information to management.

10. Uses independent judgment in achieving assigned objectives.
11. Defines problems, collects data, establish facts, and draw valid conclusions.
12. Must be able to sit for an extended time period.
13. Performs other duties as directed.

Required 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.

- Educational requirements include high school diploma or the equivalent.
- Is required to be drug and alcohol free while on the job.
- Is required to participate in random drug and alcohol testing.
- A valid Michigan driver's license is required.
- Knowledge of grammatical and technical writing rules and standards.
- Knowledge of cash handling, receipt writing and depositing monies.
- Knowledge of data entry and computer systems including Microsoft Windows, Microsoft Office (Word, Excel, PowerPoint, Access).
- Ability to effectively communicate, understand instructions, and follow directions.
- Ability to establish effective working relationships, use good judgment, initiative and resourcefulness when dealing with other employees and the public.
- Ability to work effectively under stress, with changes in work priorities, and in emergency situations.
- Ability to organize and maintain office files.
- Ability to demonstrate consideration of others regardless of gender, beliefs, or personal style

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.

An employee is regularly required sit for long periods; stand; talk and hear both in person and by telephone; and use hands to operate, finger, handle or feel office equipment; and reach with hands and arms. The employee is occasionally required to walk, climb, stoop or bend and lift up to twenty-five pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. A valid Michigan driver's license is required.

While performing the duties of this class, the employee is regularly required to work on multiple concurrent tasks with interruptions, read and interpret documents and information; use verbal communication skills; interact with Village staff, elected officials, residents, the general public and others encountered in the course of work, some of whom may be dissatisfied and/or abusive individuals. It is essential for this position to be able to perform with a considerable degree of independent accountability.

Position: Village Manager

Supervised by: Village Council

Supervises: All Village Employees

Position Summary:

Acts as the chief administrative officer appointed by and receiving policy direction from the Village Council. Plans, develops, and implements diverse Village services to meet policy requirements and address community needs. Oversees the organization and direction of all Village operations and ensures compliance with contractual and regulatory obligations.

Essential Job Functions:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not intended to be an exhaustive list of the duties which the employee may be expected to perform.

1. Directs and participates in all Village operations and activities. Assesses and monitors Village operations, services, and facilities to ensure quality services are provided in an efficient, cost-effective, and timely manner. Initiates studies to establish or update Village services, fees, and facilities to best address the community's needs and improve the efficiency of Village operations.
2. Per Section 8.03 of the Village Charter, appoints suspends, or removes any or all Village employees and appointive administrative officers provided for by, or under the Village Charter, except as otherwise provided by the Village Charter or personnel rules.
3. Per Section 8.03 of the Village Charter Direct and supervise the administration of all departments and offices of the Village Supervises all Village employees, either directly or through assigned supervisory staff. Provides overall direction for the selection, supervision, training, evaluation, discipline, and discharge of all Village employees. Initiates and evaluates proposals to reorganize staff and revise operational systems. Implements and enforces the Village's personnel policies and compensation and benefits programs.
4. Develops budget forecasts, compiles and administers the Village budget, manages fiscal policy, and oversees all financial activities including the preparation and submission of the annual budget and capital improvement plan. Is required by Section 8.03(e) of then Village Charter to keep the Village Council fully apprised of the Village's financial condition and future needs and assists in their budget deliberations. Researches grant and other fundraising

opportunities, prepares and submits applications, and administers grant funded projects.

5. Per Section 8.03 of the Village Charter submits to the Village Council and makes available to the public a complete audited report on the finances and administrative activities of the Village as of the end of each fiscal year.
6. Manages, supervises, and coordinates long-range planning, strategic plans, public improvements, and general operations to achieve established goals for community development, economic growth, land use, and related issues. Assesses operational costs, analyzes administrative and capital needs, and makes appropriate recommendations.
7. Is required by Section 8.03 of the Village Charter to attend all meetings of the Village Council, performs research, and recommends policies and programs as appropriate. Implements policies, ordinances, and programs set forth by the Council. Advises and assists the Village Council in deliberations. Attends meetings of various committees, boards, authorities, and commissions as needed.
8. Serves as the Deputy Village Clerk. Compiles agendas and background materials, ensures meetings are publicly posted, and prepares meeting minutes for the Village Council, Planning Commission, and other boards as required. Is required by Section 8.03(e) of the Village Charter to maintain custody of the Village Clerk's bond. Coordinates with the Township to enforce the eligibility of candidates running for office.
9. May serve as the Zoning Administrator.
10. May serve as the Community Planner, and Chief Enforcement Officer.
11. Performs research, prepares agendas, and attends meetings of the Planning Commission. Participates in the development, update, and implementation of the Master Plan.

Interprets zoning ordinances, issues zoning permits, and enforces zoning codes. Patrols Village limits to identify and correct any violations.
12. May serve as the Streets Administrator.
13. May serve Public Works Supervisor. Identifies and plans for capital improvement projects. Coordinates and participates in the maintenance, repair, or construction of Village infrastructure, facilities, streets, and other related areas. Participates in snow plowing and removal, pothole patching, repairing street/traffic signs, set-up and tear-down for fireworks, and other related public works activities.

14. Acts as the Village spokesperson and liaison to the public. Establishes a proactive approach to public relations through contacts with citizens and community groups and participation in civic activities. Responds to inquiries, resolves citizen complaints, and recommends remedial action.
15. Maintains, updates, and designs the Village's website and social media platforms.
Coordinates and promotes the Village's support in a variety of community events and activities.
16. Serves as a liaison to a variety of internal and external committees, boards, and other related groups and agencies. Meets with community groups, specialists, and other stakeholders regarding public works activities.
17. Ensures that all laws, provisions of the Village Charter and acts of the Village Council subject to enforcement by the Village Manager or by officers subject to the Village Manager's direction and supervision, are faithfully executed.
18. Coordinates Village operations with other governmental agencies and negotiates contracts to maximize the availability of services. Participates in the administration of mutual assistance agreements and all other agreements to which the Village is a party. Supervises all special projects and ensures work is completed according to specifications.
19. Provides staff support services for the Village President and Council Members.
20. Performs other duties as assigned.

Required 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.

- A Bachelor's degree or equivalent in public administration, business administration, finance, or related field is required.
- One or more years of progressively more responsible municipal experience is required.
- State of Michigan Vehicle Operator's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Certification as a Notary Public, or the ability to become certified, is required.

- Knowledge of the professional principles and procedures of public administration.
- Knowledge of the laws, regulations, ordinance, and related legislation pertaining to municipal operations, budgeting, authority, and public information.
- Knowledge of municipal financial and personnel management, contract negotiation, and economic development.
- Knowledge of public relations practices and marketing.
- Skill in compiling and evaluating complex data and formulating policy and service recommendations.
- Skill in managing diverse programs and services, and directing the utilization of personnel, equipment, and other resources.
- Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master new technologies.
- Skill in the use of public works vehicles, equipment, tools, and materials.
- Ability to effectively lead, motivate, train, supervise, and evaluate others.
- Ability to prepare and maintain accurate Village and financial records and prepare related comprehensive reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, elected officials, professional contacts, community leaders, the media, and the public.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and work extended hours as operational needs demand.

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 regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office to travel to other locations. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is regularly required to travel to various locations within and outside of the Village and work outside the office at field sites, including visiting construction and other works in progress. This may require the employee to visit sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with engineering projects and construction sites.

An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above, observe and inspect work in progress, and operate equipment and hand and power tools. The employee is occasionally exposed to adverse weather conditions, loud noises, and moving mechanical parts. The employee must regularly lift and/or move items of moderate to heavy weight. The noise level in the work environment may be loud in field situations.

Position: **Zoning Administrator**

Supervised by: Village Manager

Supervises: None

Summary:

This position administers the Zoning Ordinance, as written.

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. Must become thoroughly familiar with the zoning ordinance and appropriate forms.
2. Is responsible for the overall administration and enforcement of the Zoning Ordinance.
3. Accepts and reviews zoning permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the applications.
4. Issues the appropriate land-use permit when all provisions of the Ordinance are complying and maintains a complete file of permits issued. Notifies applicant, in writing, if the proposed use is not in compliance with ordinance standards, and assisted with an appropriate alternative procedure, appeals, or any other administrative remedies necessary to attain compliance.
5. Performs inspection duties to insure land use changes are complying with the Zoning Ordinance. The use of check lists is encouraged and instruction sheets.
6. Identifies, inventories, and monitors nonconforming uses.
7. Attends Planning Commission and Zoning Board of Appeals meetings, as needed, to report on zoning issues and advise on issues related to zoning administration. Evening meetings can be expected.
8. Conducts technical reviews, site inspections, and makes staff reports to the Planning Commission and Zoning Board of Appeals on specific

project proposals such as, but not limited to, special use permit applications, conditional use permit applications, zoning amendments, variances and appeals.

9. Ability to write with clarity to carry on basic communications with permit applicants, related governmental agencies and other offices as necessary.
10. Investigates alleged violations of the Ordinance and advises landowners/applicants of necessary corrective measures. Keeps an inventory of said violations including dated photographs and/or other evidence.
11. Presents case facts and explains decisions of the Zoning Administrator's office before the Board of Appeals.
13. Develops recommendations regarding zoning amendments, zoning permit fee structures, zoning forms; and may propose solutions to any problem encountered in administering the Zoning Ordinance.
14. Coordinates the enforcement of the zoning ordinance with the enforcement of other related land use statutes and codes by active cooperation with other appropriate agencies.
15. Testifies, as necessary, at public and judicial hearings.
16. Administers and follows procedures and policies established for the office.
17. Distributes zoning ordinances to Planning Commissioners, Zoning Board of Appeals, and to the public.
18. Keeps the zoning map, text, and office records up-to-date by recording all amendments and retaining all official documents; and makes copies of the zoning ordinances available to the public.
19. Prepares or works with the appropriate staff or offices (such as but not limited to; municipal clerk, Planning Commission to prepare, publish, post, send and/or deliver public notices for meetings and hearings.
20. Turns in a written (annual, or more frequent) report which includes: permits issued/denied, appeals, request for amendments, request for variances, and other pertinent zoning administration information.

Required 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.

- Educational requirements include high school diploma or the equivalent.
- Is required to be drug and alcohol free while on the job.
- Is required to participate in random drug and alcohol testing.
- A valid Michigan driver's license is required.
- Attends professional schools, seminars and/or conferences at least annually to stay up-to-date on laws, zoning trends, and other information pertinent to zoning administration.
- Ability to effectively communicate, understand instructions, and follow directions.
- Ability to establish effective working relationships, use good judgment, initiative and resourcefulness when dealing with other employees and the public.
- Ability to work effectively under stress, with changes in work priorities, and in emergency situations.
- Basic computer skills and knowledge in use of word processing, data base, computer operating system, (computer networking abilities).
- Ability to speak before groups and organizations.
- Ability to pay close attention to details.
- Prefer individual who has working knowledge of zoning law or past experience as a zoning administrator

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.

- Sitting at a desk to operate computers, review applications and site plans and meet with public.

- Prolonged walking over uneven terrain, on stairs, hand grip to pull one's self over obstacles in order to conduct site inspections, perform site inspections, specific studies, and evaluations.
- Periodic bending, stooping, and kneeling to move items weighing up to 60 pounds from the floor/ground to overhead to obtain stored records, books, files, move objects in the field, and to operate various field equipment (soil auger, shovel, tape measure, etc.)
- Operating a vehicle (including at night) to attend various meetings, site inspections, and other functions.
- Work inside in office conditions some of the time.
- Work outside some/most of the time, despite weather conditions, and exposure to environmental allergens (grasses, weeds, pollens, trees) due to little flexibility for scheduling.
- Regularly travel to locations throughout municipality.
- Subject to irregular or extended working hours in order to meet schedules and respond to complaints as quickly as possible.