

**PITTSFIELD CHARTER TOWNSHIP
JOB DESCRIPTION**

ASSISTANT PLANNER

Supervised by: Planning Director and Associate Planner – Zoning Administrator
Supervises: May assist with supervision of Planning Intern as assigned by the Planning Director.

Position Summary:

Under the supervision of the Planning Director and the Associate Planner – Zoning Administrator, performs technical, administrative, and research tasks related to planning and zoning compliance. Assists in reviewing plans to ensure compliance with zoning ordinances, subdivision control ordinances, the comprehensive plan and land development standards.

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 investigating complaints and enforcing various ordinances (such as Zoning, Soil Erosion and Sedimentation Control, Blight, Burning, Land Fill, Natural Resources, Property Identification, Sidewalk Maintenance, Weed Control, and Wetlands) and issues warning letters and civil infraction notices as needed.
2. Conducts site and compliance inspections.
3. Prepares meeting agendas, maps, charts, graphs, and various technical and compliance reports, and attends meetings as requested and assigned. Updates and maintains the planning department website pages.
4. Explains and provides guidance regarding applicable planning and zoning issues to architects, engineers, contractors, developers, property owners, the public and Township officials. Provides assistance, responds to requests, and resolves complaints.
5. Serves as staff to citizen groups, boards and commissions as assigned by the Planning Director.
6. Conducts research, gathers and assembles data, and drafts reports for specialized studies.
7. Assists in preparing and maintaining project records and reports.
8. Assists in the ongoing update and refinement of the comprehensive land-use plan.
9. Assists with reviewing topographical and site location plans, zoning amendments, conditional use permits, and subdivision plats to ensure compliance with Township requirements.
10. Maintains cooperative relationships with peer agencies and other governmental units to coordinate the planning and zoning functions.

11. Keeps abreast of professional developments in the fields of planning and zoning and attends conferences, workshops, and seminars as appropriate.
12. Performs 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.

Requirements include the following:

- A Bachelor's degree in urban planning, geography, planning administration, economic development, or a related field.
- One or more years experience in land-use planning.
- A Michigan Vehicle Operator's License.
- Thorough knowledge of the principles, practices and techniques of modern land use planning and zoning and of municipal planning and land-use issues.
- Thorough knowledge of local, state and federal laws and other regulations governing land use and zoning.
- Thorough knowledge of the practices of plan review and site inspection.
- Basic knowledge of earth sciences and natural resources.
- Skill in compiling and evaluating complex planning, land-use, and zoning code guidelines for assimilation into GIS development and application.
- Skill in interpreting and applying planning and zoning guidelines and ordinances.
- Skill in compiling and evaluating complex planning, land-use, and zoning code guidelines and formulating policy, standards, and service recommendations.
- Ability to travel to other locations.
- Skill in reviewing and interpreting topographic maps, site plans, blueprints, specifications and complex construction drawings.
- Skill in producing basic GIS products.
- 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 Township officials.

- Ability to critically assess situations, solve problems, and work effectively within deadlines, and changes in work priorities.

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 talk, hear and view and create 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 occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee works in 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.