

**Ford Township**  
Kanabec County, Minnesota

**JOB DESCRIPTION**

**Job Title:** Zoning Administrator

**Reports To:** Chair, Ford Township Board

**Approved By:** \_\_\_\_\_  
Ford Town Board                      Date

**JOB SUMMARY:**

The Zoning Administrator has overall responsibility to administer the Ford Township Zoning and Subdivision Ordinances as written and does not have authority to deviate from the Ordinance. The Chair of the Ford Township Board is his/her immediate supervisor.

The Zoning Administrator is an employee of Ford Township government, appointed by and responsible to the Ford Township Board of Directors. The Zoning Administrator is subject to the rulings, policies and contracts of the Board of Directors, as they affect all the contractors/employees of the government.

This is a part-time position, this job description does not constitute an employment agreement between the employer and employee – it is subject to change by the employer as the needs of the employer and requirements of the job change.

**JOB QUALIFICATIONS/EDUCATION/EXPERIENCE REQUIREMENTS:**

1. Education:

A. the equivalent of:

1. Graduation from an accredited high school or GED equivalent with drafting and/or site plan and blueprint reading skills.
2. A deductive, logical system of thought common in reading and interpreting legal documents.
3. An ability to read legal descriptions and similar documents pertinent to zoning administration.
4. Optionally, an associate or higher degree in planning, geography, economics or a related field.

B. Basic computer skills and knowledge in use of word processing, data base, spreadsheet & computer operating system.

2. Experience:

A. This is an entry level position in the field. Previous experience is helpful but not necessary.

B. Prefer working knowledge of zoning law or past experience as a zoning administrator.

3. Necessary Knowledge, Skills and Abilities:

A. Ability to work and communicate with other elected and appointed officials and the public with appropriate etiquette and diplomacy (written and oral).

B. Telephone etiquette and skills.

C. Ability to speak before groups and organizations.

D. Knowledge of construction and construction terms as appropriate to zoning reviews.

E. Ability to pay close attention to details.

F. Must possess good organizational skills:

1. Prioritize and schedule work load appropriately;

2. Be able to work independently with little supervision;

3. Meet deadlines.

G. Must have current, valid Minnesota vehicle operator's license and provide own transportation.

H. Ability to attend evening Township Board and Planning Commission meetings as requested.

I. Physical Requirements:

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

2. 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.

3. 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.).

4. Operating a vehicle to attend meetings, site inspections, etc.

5. Working Conditions/Environmental Factors:

A. Work inside in office conditions some of the time.

B. Work outside frequently, despite weather conditions and exposure to environmental allergens.

C. Regularly travel to locations throughout township.

D. Subject to irregular or extended working hours in order to meet schedules and respond to complaints as quickly as possible.

E. Subject to work related calls after hours.

**ZONING ADMINISTRATOR ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

A. Zoning Administration

1. Maintain thorough familiarity with the Ford Township Zoning and Subdivision Ordinances and related forms.

2. Accept and review zoning permit applications. Determine their compliance

with the provisions of the Zoning and Subdivision Ordinance and completeness of the applications.

3. Issue appropriate land-use permit when all provisions of the Ordinance are in compliance and maintain a complete file of permits issued. Notify applicant, in writing, if the proposed use is not in compliance with ordinance standards, and assist with an appropriate alternative procedure, appeals, or any other administrative remedies necessary to attain compliance.
4. Perform inspections to insure land use changes comply with the Zoning and Subdivision Ordinance. The use of check lists and instruction sheets is encouraged.
5. Identify, inventory, and monitor nonconforming uses.
6. Attend Township Board & Planning Commission meetings, as requested, to report on zoning issues and advise on issues related to zoning administration.
7. Conduct technical reviews and site inspections, and make 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.
8. Conduct effective written communication with permit applicants, related governmental agencies and other offices as necessary.

#### B. Zoning Enforcement

1. Investigate alleged violations of the Ordinance and advise landowners /applicants of necessary corrective measures. Keep an inventory of said violations including dated photographs and/or other evidence.
2. Present case facts and explain decisions of the Zoning Administrator's office before the Board of Appeals.
3. Attend meetings and follow the directives of the Zoning Board of Appeals.
4. Develop recommendations regarding zoning amendments, zoning permit fee structures, zoning forms; propose solutions to any problem encountered in administering the Ordinance.
5. Coordinate the enforcement of the zoning ordinance with the enforcement of related land use statutes and codes by active cooperation with other agencies.
6. Testify, as necessary, at public hearings.

#### C. Planning Assistance

NOTE: These responsibilities may not all apply, depending on the knowledge and experience of the Zoning Administrator.

1. Participate in the Planning Commission process of developing Ordinance change proposals, following the timetable and work plan of the Planning Commission.
2. Maintain the master document of proposed Ordinance changes during their development, and make it available electronically to the Planning Commission.
3. Record the chain of change recommendations as resolved by the Planning Commission for submission to the Board of Directors.
4. Research statutes and statute changes for inconsistencies with the Ford

Township Zoning and Subdivision Ordinance, or with potential ordinance changes being considered by the Planning Commission. Submit recommendations for ordinance changes to ensure conformity, consistency and lack of redundancy with statute.

5. Perform research, draft language, and make recommendations to the Planning Commission as requested pertaining to specific intended amendments to the Ordinance initiated from the Master Plan or from other inspiration.

6. Review the overall master document of proposed Ordinance changes together with the current Ordinance and recommend language to correct internal inconsistencies and ambiguities.

#### D. Office Administration

1. Submit, at least weekly (1) transmittal of zoning permit fees collected, (2) cash, and (3) checks to the Ford Township Treasurer.

2. Submit copy of the zoning permit application to the tax assessor in a timely manner.

3. Maintain, administer and follow procedures and policies established for the office.

4. Keep the zoning map, text, and office records up-to-date by recording all amendments and retaining all official documents; and distribute copies of the zoning ordinances to Planning Commissioners, Zoning Board of Appeals, and to the public.

5. Assist with the maintenance of the Ford Township webpage ([www.fordtownship.org](http://www.fordtownship.org)) and keep current with Zoning items and reports of all permit applications and permits issued on at least a monthly basis, and other Planning/Zoning related documents (permit forms, etc.) and information as requested.

6. Submit a written monthly report, one week in advance, to the Planning Commission meeting and to the Board of Director's meeting. Report includes: permits issued/denied, appeals, request for amendments, request for variances, and other pertinent zoning administration activity and information.

7. Attend meetings of the Board of Directors, as necessary.

8. Submit a monthly statement of all reimbursable expenses—mileage, postage, forms, maps, internet, cell phone, office supplies, etc. to the Ford Township Treasurer by the 1<sup>st</sup> of each month.

#### E. Public Relations, General Assistance, Personal Development

1. Work and communicate with elected and appointed officials, and the public, with appropriate etiquette and diplomacy.

2. Assist the general public, applicants, developers, and their representatives with zoning inquiries, proposals, and applications. Direct the individual(s) to the proper agencies for other needed permits.

3. Address various service groups and work with the media concerning zoning issues within the municipality.

4. Attend professional schools, seminars and/or conferences to stay up-to-date on laws, zoning trends, and other information pertinent to zoning administration.

5. Be accessible to the public by telephone and email.

F. Other

1. Perform other duties and accept other responsibilities as may be directed or specified by the Zoning Ordinance, Chair of Ford Township Board of Directors or policies and procedures.

2. The omission of specific statements of duties above does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

3. As an employee of the Town of Ford, the Zoning Administrator will be covered under the Township's Worker's Compensation Policy.