



# Charter Township of Commerce

Planning Department - Salary

Job Description – Associate Planner

Board Approval: 10/22/2024

## Summary

Under the direction of the Senior Planner and Planning Director, supervises, assigns and/or reviews the work of staff with responsibilities of the Township's Planning Department, including but not limited to those detailed below. The position is intended to have the potential for future advancement to the role of Senior Planner and/or Planning Director.

## Responsibilities

- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for the preparation and administration of general plan amendments, subdivision, land use and zoning ordinances, community plans, and planning staff reports.
- Review project and program budgets; submit budget recommendations; monitor expenditures and management of development, particularly escrow funds.
- Contribute with research, development, and amendments to the Township's Master Plan, Zoning Ordinance, Code of Ordinances, and other Township documents.
- Support the Senior Planner in the preparation of agendas and agenda packets for the Planning Commission and the Zoning Board of Appeals.
- Assume the role and responsibilities of the Senior Planner in his or her absence, including attendance at public meetings.
- Occasionally attend and provide staff support as deemed necessary at public meetings including those of the Planning Commission, Zoning Board of Appeals, and Township Board
- Exhibit flexibility with work schedule to handle Township tasks that may occur outside of regular business hours.
- Assist the Senior Planner in the drafting of correspondence, reports, memos, legal notices, and other confidential matters.
- Manage Planning Department's efforts to digitize archived documents including scanning, codification, and records maintenance.
- Participate in the development and implementation of goals, objectives, policies, and procedures for assigned area of responsibility; recommend and implement policies and procedures to ensure compliance with appropriate laws, ordinances, and codes.
- Develop and publish legal notices as required by State law and/or by local ordinance.
- Capably calculate dimensions by applying basic algebra and geometry concepts.
- Maintain a working knowledge of applicable State and Federal laws as they pertain to planning & zoning activities.

- Coordinate efforts with other Township departments, particularly the Building Department.
- Perform any other similar duties as assigned by the Planning Director and/or Senior Planner, and/or as required by law.

### **Qualifications**

- Knowledge of laws, policies, trends, and best practices as they relate to planning & zoning
- Bachelor's degree in urban planning, public administration, economic development, or related field; ample professional experience in the field of planning and zoning administration shall be considered as a reasonable substitute for a bachelor's degree, or for a bachelor's degree in an unrelated field of study
- 6 months or more professional experience in land use planning, site plan review, and/or zoning administration
- An eagerness to serve as an asset to the citizens of Commerce Township
- Valid Michigan driver's license and a good driving record

### **Abilities**

- Math - Understanding of percentages, fractions, ratios, rates, and calculations is required
- Reading - Ability to read, comprehend, and interpret complex manuals and instructions
- Writing - Ability to write moderately complex instructions and communication problems, procedures for supervision or for others. Ability to write correspondence to employees and customers
- 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 communication skills

### **Physical Requirements**

- Considered Light Work
- Lifting - Up to 30 pounds on an occasional basis
- Movement - Ability to maneuver as necessary to use a copier, computer, or other equipment necessary for the job
- Kneeling / stooping occasionally
- Walking - Occasionally; Standing - Occasionally; Sitting – frequently
- Use of hands – Constantly; Reaching – frequently
- Vision – Near vision required, color vision preferred
- Hearing – Must be able to hear and understand normal speech in the same room and on the phone

The Charter Township of Commerce 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