

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **ASSISTANT BUILDING AND ZONING ADMINISTRATOR.**

DUTIES: See attached job description

QUALIFICATIONS: At least an Associate's degree from an accredited college or university. Manual dexterity and physical ability for substantial use of a computer and operating various other office machines as necessary to carry out duties of the position. Must be able to demonstrate with a high degree of accuracy, data entry, and bookkeeping skills as measured by the appropriate test. (Admin will schedule testing with MIWorks). Must be bondable.

HOURS: 35 (Thirty-five) hours per week.

PHYSICAL: Must be able to pass physical and drug screen.

SALARY: \$ 17.86 per hour PLUS BENEFIT PACKAGE (paid time off, medical, vision, dental, life insurance, retirement and more)

This position is open until filled.

Applications for the position of **ASSISTANT BUILDING AND ZONING ADMINISTRATOR** will be accepted at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829 or can be completed on the website deltacountymi.gov.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

**DELTA COUNTY
JOB DESCRIPTION
ASSISTANT BUILDING AND ZONING ADMINISTRATOR**

Title: Assistant Building and Zoning Administrator

Classification: Union, Non-exempt **Grade:** 12

Department: Building and Zoning

Reports to: Building and Zoning Director

Supervised by: Building and Zoning Director

Revision Date: Personnel 3/13/24, Board approved 3/19/24

GENERAL PURPOSE

- The Assistant Building and Zoning Administrator is responsible for performing clerical/secretarial tasks in support of the Building and Zoning Department.
- Assists with general operations of the department; primarily assisting owners, contractors, and developers with permitting and zoning processes.

SUPERVISION RECEIVED

Work is performed under direction of the Building and Zoning Director.

SUPERVISION EXERCISED

There is no supervision exercised.

ESSENTIAL FUNCTIONS

- Responds and assists the public and other departments with inquiries and/complaints, process under the jurisdiction of the Building and Zoning Department.
- Receives and answers calls and emails for the Building and Zoning Department.
- Operates the Building and Zoning Department's cash receipting system for collections of permit fees and any other collections of fees assigned.
 - Operates the Building and Zoning Department's accounts payable and purchase order system for office supplies and any other expenses necessary.
- Processes a variety of documents including general correspondence, memoranda, statistical charts and specialized documents from drafts, notes, or verbal instruction.
 - Receives, prepares, processes, issues and maintains all records related to Building and Zoning Department including but not limited to the permitting and inspection process, permit applications permit violations, inspection data, reports, and filing ensures that documents are complete and accurate before submittal through the appropriate process.
- Reviews and ensures that all documents and process related to the Building and Zoning Department are complete, accurate and conform to the established procedures prior to submittal.

- Prepare all cases for Planning Commission and Board of Appeals meetings according to the Zoning Ordinance and State Statutes. Represents the Building and Zoning Administrator when they are absent from the Planning Commission or Board of Appeals meetings.
- Review zoning requirements for building permits involving setbacks, districts, and other use requirements.
- Maintain zoning maps and make changes accordingly.
- Maintain and collaborate with other County departments and local municipalities for the rural numbering system such as issuing new address numbers.
- Verify of contractors, architects, and engineers state license.
- Maintain and work with the County's GIS system.
- Performs other duties as assigned by the Building and Zoning Administrator.

REQUIRE QUALIFICATIONS (MINIMUM REQUIREMENTS)

- Ability to research and answer inquires of local ordinances and state laws and regulations.
- Ability to analyze and plan ahead complex tasks completion and on a timely basis.
- Ability to gather and process data accurately.
- Ability to reach sound conclusions and formulate recommendations.
- Ability to articulately and clearly communicate in person, in writing, and through electronic means.
- Ability to organize, prioritize, and work independently as well as schedule and produce work in a timely manner in an environment where interruptions occur frequently.
- Ability to work tactfully with customers, builders, attorneys, Realtors and others.
- Willingness to attend night meetings and work outside of normal business hours.

REQUIRED QUALIFICATIONS

- Ability to pass a physical.
- Requires at least an Associate's Degree from an accredited college or university.
- Manual dexterity and physical ability for substantial use of computer and operating various other office machines as necessary to carry out duties of the position.
- Must be able to demonstrate with a high degree of accuracy, data entry, and bookkeeping skills as measured by the appropriate test.
- Must be bondable.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the

position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The County of Delta is an Equal Opportunity Employer