CITY OF FLINT
Position Description

Class Title: Zoning Coordinator  Job Code Number: 26-L-036
Established: May 9, 2016  Bargaining Unit: Local 1799

GENERAL STATEMENT OF DUTIES: The City of Flint Zoning Coordinator functions as part of the Planning and Zoning Division which falls under the Department of Planning and Development for the City of Flint. The P&D Department is comprised of 4 divisions: Blight & Neighborhood Stabilization, Building & Safety Inspections, Community & Economic Development and Planning & Zoning. The position will perform a variety of tasks in support of the P&D Department.

SUPERVISION RECEIVED:
Zoning Coordinator works under the guidance and direct supervision of the Planner III.

SUPERVISION EXERCISED:
Management skills are required to provide oversight of contractors, Planner I, and planning interns.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job involves and what is required to perform it. Employees are responsible for all other duties as assigned.

1. Coordinate the application, review, and enforcement of zoning ordinances. Involves: Conduct plan review of permit applications, plan review of planned projects and facilities for compliance with zoning ordinances. Manage and coordinate zoning plan reviews along with supporting field inspection and enforcement efforts. Provide technical training and support to Department employees. Provide technical support and code interpretation to architects, engineers, contractors, developers, City departments, Mayor, City Administrator, City Council and the general public.

2. Coordinate zoning ordinance requirements with fire department, the county health department and state agencies.

3. Coordinate the application, review, and enforcement of medical and recreational marijuana Ordinances.

4. Oversee administrative support and development. Engage with developers, businesses, business leaders, attorneys, real estate agents, brokers, concerned citizens, community groups or associations, and politicians regarding application of zoning ordinances to specific existing or planned projects or facilities.

5. Research and investigate proposed projects and facilities. Prepare zoning certificates, compliance notices, use permits, or reports.

6. Review and analyze existing codes; make recommendations on and facilitate implementation of new codes.

7. Prepare resolutions and other legal documents related to the administration of the zoning ordinance.
8. Provide technical support and prepare applications for review to the City Planning Commission and Historic District Commission. Participate in deliberations of these commissions.
9. Provide recommendations regarding zoning appeals and technical support to the Zoning Board of Appeals.
10. Prepare applications as a special exception or variance for presentation to the Zoning Board of Appeals. Check drawings for compliance. Request maps for location of structures and improvements. Research the history and legal status of cases.
11. Supervise any assigned staff.
12. Other duties as assigned.

**KNOWLEDGE, ABILITIES AND TRAITS**

1. Zoning codes and ordinances.
2. Long range, current, urban, and transportation planning theory and best practices.
4. Public speaking and public relations methods to persuade, negotiate, and mediate issues.
5. Clear concise oral and written communication skills to prepare and present technical training, reports, and public speaking engagements.
6. Interpretation of oral, written, mathematical, legal, statistical and regulatory information dealing with zoning ordinances, regulations and enforcement.
7. Establish and maintain effective working relationships with coworkers, officials, customers, vendors, contractors, regulatory and funding agencies and the general public.
8. Management of multiple cases and the ability to meet strict deadlines.
10. Familiarity with the Secretary of the Interior Standards for Rehabilitation.

**MINIMUM ENTRANCE REQUIREMENTS:**

A. Bachelor’s degree in public administration, urban planning, regional planning, urban development, architecture, urban studies, urban design, or related field, and

B. At least two (2) years of equivalent combination of training and increasingly responsible professional and technical work experience in a Planning and Zoning or City/County Administrator’s office administering zoning ordinances, reviewing site plans and performing other relevant work which provides the knowledge and abilities necessary to perform the work, and

C. At least one (1) year of professional experience supervising full time staff and managing budgets, and

D. At least one (1) year of professional work experience coordinating public planning boards and commissions, such as a: planning commission, zoning board of appeals, historic district commission, or the equivalent, and
E. Zoning Administrator Certificate or related certification within one year of hire.

**PREFERRED QUALIFICATIONS:**

- Master’s Degree in planning or related field
- Three (3) years of professional zoning experience
- Two (2) years of experience of professional supervision experience
- Familiarity with Geographic Information Systems (GIS) mapping software is highly desirable.
- Experience with Michigan Marihuana laws highly desirable.

*Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of city management.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Ability to travel to community meetings,
2. Ability to attend evening and weekend meetings and conferences.
3. Have a valid driver’s license and ready access to a motor vehicle

**PHYSICAL DEMANDS:**
While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet.

**Classification History**
Established: 6/18/03
Reallocated (Wage Inequity): 11/15/08
Revised & Reallocated (effective 1/23/11); recorded: 04/19/12
Revised: 10/01/12
Revised and Retitled: 05/09/2016
Revised: 01/09/2020

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.