OSHTEMO TOWNSHIP JOB POSTING

Planning Director

GENERAL SUMMARY:
Under the general direction of the Township Supervisor, directs the function of the Planning Department; coordinates and supervises Planning Department programs and projects; develops and administers planning documents.

PHYSICAL REQUIREMENTS:
The physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodations may be made upon request to enable an individual with a disability to perform these essential job functions.
The employee must be able to visit properties within the Township. The ability to drive is required in order to view the properties being evaluated for site plan review and compliance purposes. During site visits to evaluate properties, the employee must be able to traverse the property, use a camera, take photographs, and use a tape measure or other equipment to inspect site conditions and improvements.
While at the office, the employee must be able to type reports and prepare maps. The employee must also be able to visually review site plans and related documents. In addition, the employee must be able to review planning files and property tax record cards, which require the ability to reach files more than four (4) feet off the floor, retrieve and copy the same.
On several days of the month, the employee must be able to work up to twelve (12) hours per day and attend necessary public meetings. During meetings, the employee must also be able to present reports publicly using a computer and a projector system.
The ability to operate a computer, copy machine, and answer the telephone is necessary.
The ability to communicate the planning process, reports and analyses, recommendations, not only to the public, but also to the Planning Commission, Zoning Board of Appeals, DDA, SoDA, and Township Board orally and in writing, in English, is required.

TYPICAL RESPONSIBILITIES:
• Direct and supervise the operations and staff of the Planning Department, including but not limited to establishing department goals in coordination with Township growth objectives as reflected in the Master Land Use Plan, selecting & overseeing consultants, and invoicing.
• Provide policy guidance and research information to Township Supervisor and Township Board to assist in decision making process.
• Coordinate the objectives and activities of the Department with the Township Board, Planning Commission, and Zoning Board of Appeals as well as other departments, State, County, and local agencies.
• Directs planning projects and studies involving zoning, land use, resource management, and socio-economic analysis that work toward implementing the Master Land Use Plan.
• Review development proposals for compliance with local policies and regulations and accepted planning principles, including meeting with developers and property owners. Take applicants through the review/approval process. Coordinate project approvals until completion.
• Advisory and technical staff support to three elected administrators, balance of Township Board, Planning Commission, Zoning Board of Appeals, and subcommittees.
• Coordinate Planning Department sign off on building permits and certificates of occupancy to ensure compliance with approved conditions and Zoning Ordinance.
• Assist citizens, developers and other agency staff with planning and land use issues.
• Prepare and review Planning Commission and Zoning Board of Appeals agendas and staff reports; ensure appropriate public notice is given as required by law. Provide agendas in electronic format for webpage.
• Prepare agendas and meeting materials for Oshtemo Charter Township’s Downtown Development Authority (DDA) & South Drake Road Corridor Improvement Authority (SoDA).
• Develop department budget in coordination with Township Supervisor to ensure priorities are in line with Township objectives.
• Represent the Township, or designate an alternate, on area committees on land use, transportation, environment, geographic information, etc. to discuss issues, provide assistance and gain information.
• Participate in professional associations, seminars, and conferences to keep abreast of new concepts in the profession and land use arena.
• Identify areas of Zoning Ordinance that need updating or refinement. Review Ordinance to ensure compliance with new legislation and identify areas where new provisions are needed.

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all duties performed.

EMPLOYMENT QUALIFICATIONS:
• DRIVERS LICENSE REQUIREMENT: Must maintain a current Michigan motor vehicle operator’s license without restrictions (other than corrective lenses requirement.)
• EDUCATION: Bachelor’s Degree in Planning or related field; Master’s Degree preferred.
• EXPERIENCE: Minimum five (5) years of professional planning experience, preferably supervisory or management level.
• Strong interpersonal communications skills, both oral and written.
• CERTIFICATION: American Institute of Certified Planners (AICP) certification desired within agreed upon timeframe.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform the duties required by this position.

COMPENSATION & BENEFITS:
This position is salary exempt with a starting salary range of $75,000-$81,000, commensurate with qualifications. Oshtemo Township offers a generous benefits package that includes family medical, vision, and dental insurance, basic life, AD&D, short-term and long-term disability insurance; 401(a) with up to 8% Township contribution; 457 plans; Paid Time Off; and 13 paid holidays.

Please e-mail your resume to sfeister@oshtemo.org and complete the EMPLOYMENT APPLICATION by 09/15/23 to apply.