

# Charter Township of Ypsilanti

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## ***Planning & Development Coordinator***

### **Summary**

Performs responsible professional and administrative work in planning, reviewing, organizing and coordinating development activities.

### **Supervision Received**

Work performed under the general guidance of the Office of Community Standards Director in accordance with Township, State, and Federal laws, ordinance and regulation applicable to specific areas of program activity. Work reviewed through conferences and reports for overall program effectiveness.

### **Responsibilities and Duties**

*An employee in this position maybe called upon to do any or all of the following essential duties: (These examples do not include all duties the employee maybe expected to perform.)*

1. Participates in the drafting and presentation of the Office of Community Standards Department budget. Monitors expenditures remaining within approved budgetary limits. Approves the billing of services and the submission of invoices for payment.
2. Advises the Office of Community Standards Director and the Administrative Officials on planning, zoning and code enforcement matters which may require the research and preparation of reports on a wide variety of topics, including those of a technical nature.
3. Attends Township Board, Planning Commission and Zoning Board of Appeals meetings and assists as necessary to provide staff reports and recommendations on matters under consideration.
4. Assists the Office of Community Standards Director with conducting pre-application meetings with petitioners and applicants, reviewing variance request applications, conducting on-site inspections for individual applications or requests.
5. Assists the Office of Community Standards Director with coordination of preliminary site plan review by professional engineering and planning consultants, as well as external reviewing agencies. Further assists the coordination of detailed engineering reviews and final site plan approval for new development.
6. Assists the Office of Community Standards Director with administration of regulatory business licensing applications such as smoking lounges, junkyards and collection boxes.
7. Assists the Office of Community Standards Director in coordinating administrative functions for the Planning Commission and Zoning Board of Appeals, including overseeing citizen notification procedures, conducting research, preparing legal publication notices, and staff reports.

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### **Responsibilities and Duties (cont'd)**

8. Assist residents, developers, contractors, architects, engineers, and attorneys on a variety of planning, zoning and development issues.
9. Reviews site plans and building permit applications for compliance with Township ordinances regulating, but not limited to, zoning, building, signs, fences, property maintenance codes and subdivisions. Includes answering public inquiries, reviewing development proposals and engineering plans for compliance, and reviewing the buildable status of individual properties.
10. Oversees the inspections, investigation and processing of complaints related to code violations. May testify in court as an expert witness on technical and procedural matters.
11. Performs related work as required to carry out the community and economic development goals and objectives of the Township.

### **Essential Functions, Qualifications and KSA's for Employment**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

- Knowledge of the principles and practices of public administration.
- Considerable knowledge of land use principles and urban planning.
- Knowledge of zoning and site development rules, regulations, and ordinances.
- Interpersonal skill to establish and maintain effective working relationships.
- Ability to compile and analyze statistical and technical data and to present facts and recommendations effectively in written and oral form.
- Ability to perform mathematical computations.
- Ability to read and interpret specifications, blueprints and drawings.
- Ability to comprehend complex issues and identify alternative solutions and prepare appropriate recommendations.
- Ability to recognize and handle stress.
- Skill in the use of computer word processing, spreadsheet, database and GIS software.
- Must have good vision, hearing, physical mobility and verbal communication.
- Must be able to drive and possess a valid driver's license with a good driving record.
- Graduation from an accredited four-year college or university with major course study in urban planning or related field with two years of experience or any combination of education and training which provides the essential knowledge, skills and abilities.