

Zoning Enforcement Officer
Edenville Township
Job Description

Enforce the approved Edenville Township Ordinances:

1. Zoning
2. Solar

Duties & Responsibilities:

1. Enforce the zoning ordinances of Edenville Township
2. Collaboration: Work closely with Township Board, Township teams, and other municipal officials to ensure high customer satisfaction. Including but not limited to processing land use applications and enforcing Zoning violations.
3. Collaborate with Planning Commission and Ordinance Enforcement Officer to:
 - a. develop strategies to better Edenville township consistent with Master Plan.
 - b. proactively address zoning inconsistencies (hopefully very few)
4. Support the Zoning Board of Appeals for hearings.

These responsibilities highlight the importance of a Zoning Enforcement Officer in maintaining and improving the compliance and effectiveness of township Zoning Ordinances.

This role requires the ability handle resident requests and complaints and constructively work with folks who are violating ordinances (typically setbacks and fencing).

Reports to: Township Supervisor

Salary - based on activities that will be mutually agreed to between candidate and Board (e.g. responding to applications, following up to questions, working with residents on zoning issues, and administrative duties).

NOTE: Township will supply postage and stationary, incumbent must keep detailed records and log in a shared computer file.

Applicant must have transportation, access to a computer, and a phone with voice mail.

This is not a 9 – 5 type of job, there will be some evening and likely weekend work required.