

Grattan Township
Building-Zoning Administrator Assistant
Job Description

Duties & Responsibilities Include, but not limited to:

Employee Relations:

It is the responsibility of the Building-Zoning Administrator Assistant (BZAA) to work in a polite professional manner with all office staff and department heads. The BZAA is an administrative support staff position and intended to assist officers, inspectors and contracted professional staff and any other employee at the direction of the Supervisor. This position holder is expected to perform all of the duties of the Office Administrator in case of absence or as requested.

Complaints

- BZAA processes complaints, referring them to the Supervisor, but in the Supervisor's absence, will take information on a complaint form and forward it to the Supervisor's office.
- A Complaint Log is maintained by the BZAA with information provided by the Supervisor, Zoning Enforcement Officer and Zoning Administrator.
- Enters and maintains all zoning complaints in building department. Assist in photography and record maintenance of all current complaints. Provide list of all current complaints for each board meeting.

Misc.

- The BZAA develops and maintains communications with the Township Officers and the Committee Chairs to determine needs for assistance and feedback/status.
- Chairpersons to determine needs for assistance and feedback/status of those needs.
- Coordinate documents and publications with the Clerk's office.
- Coordinate efforts with requesting Township Board members or Committee Chairs to complete documents from draft to properly approved format.
- May be asked to attend PC and ZBA meetings to facilitate proper completion of documents and to assist in follow-up requirements after the meeting. Assist Office Administrator with compilation of various Committee packets on a timely basis.
- Assist Supervisor with any Human Resource requirements as directed.

Township Cemeteries

- Coordinate all cemetery activities between the township residents, cemetery contractors, funeral directors or any other official involved in this activity.
- Maintain all cemetery records in a business-like manner. Maintain the cemetery ordinance as needed to keep information current.
- Manage all maintenance/upgrade activities as required in all the township cemeteries. Prepare proposed cemetery budget for upcoming fiscal year budgets.

Record Maintenance

- Assist in house-keeping the backroom records and maintaining them in an easily accessible manner.
- Aid and assist the Fire Chief with record keeping, and ISO evaluations as needed and upon request.
- Maintain Committee rosters, solicit applications for vacant positions, maintain spread sheet with term expiration dates, contact information and provide the township board with a list of vacant positions, expired terms and applications to fill those positions at the end of each calendar year.
- Take minutes for any evening meetings necessary.

Zoning

- Maintaining/updating zoning map as directed by Zoning Administrator or Supervisor.
- Work toward updating and maintaining zoning designations on parcel cards in Assessor's office.
- Track all time sensitive special conditions of PC and ZBA Resolutions and communicate deadlines to the Township Supervisor.
- Assist with inspection duties to ensure land use changes comply with the Zoning Ordinance.

Other

The BZAA should be knowledgeable of the duties of various positions within the office and be available to assist during busy times or if someone in that department is not available.

Note: The Building-Zoning Administrator Assistant position is an at-will position and employment may be terminated at any time with or without cause. For further general information see the Township's adopted Employee Handbook, which is on file in the office at the Township Clerk during all regular business hours.