

# The Charter Township of Bloomfield, MI

## Job Description

<b>Classification Title</b>	Planner
<b>Job Code</b>	
<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	109

### GENERAL SUMMARY

Processes and reviews plans for the Design Review Board and the Zoning Board of Appeals: determines conformance with ordinances and when to require revisions, and prepare for meetings. Presents applications at the Design Review Board, and writes agendas and legal notices for the Zoning Board of Appeals. Assists applicants and the public with understanding Planning procedures, ordinance requirements, and current Planning Projects. Also assists with processing site plan applications before the Planning Commission.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Reviews plans for Zoning Board of Appeals (ZBA), Planning Commission (PC) and Design Review Board (DRB) applications and conducts site visits as needed.
- Writes legal notices, Notices of Public Hearing, and ZBA staff agendas. Prepares DRB agendas and packets. Reviews completed PowerPoints and packets.
- Communicates with homeowners, architects, designers, and builders regarding revisions needed, ordinance requirements, procedures, and current projects in the Township.
- Prepares for and participates in DRB, PC and ZBA meetings, attending hearings and meetings, taking minutes, and presenting reviews.
- Completes administrative tasks, such as scanning files or writing letters.
- Performs other duties as required.

### MINIMUM ENTRANCE QUALIFICATIONS

#### Education and Experience

- Bachelor's Degree from an accredited college with major course work in Urban Planning or related field
- 5 to 7 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Licenses or Certifications

None.

**OTHER JOB REQUIREMENTS**

None.

**PREFERRED QUALIFICATIONS**

None.

**COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

**Knowledge of:**

- Ordinance provisions as they pertain to plans
- English grammar, spelling, punctuation, and proper phone etiquette
- Modern office procedures, methods and computer equipment
- Relevant Bloomfield Township policies and procedures

**Skill in:**

- Use of relevant computer software as necessary

**Ability to:**

- Understand building, site, photometric, topographic, and sign plans
- Manage multiple projects simultaneously while managing time effectively
- Pay close attention to detail
- Communicate effectively orally and in writing

**WORK ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Work Environment</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Individuals who are rude or irate	X		

**Classification Title: Planner**

Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals or substances	X		
Loud noises ( <i>85+ decibels</i> )	X		

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work - Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

<b>Date created:</b>	11/2/2020
<b>Dates revised:</b>	10/12/2023