

Ford Township Kanabec County, Minnesota

**ZONING ADMINISTRATOR JOB DESCRIPTION JOB SUMMARY:**

The Zoning Administrator has overall responsibility to administer the Ford Township Zoning and Subdivision Ordinances as written and does not have authority to deviate from the Ordinance. The assigned Ford Township Board Member is the immediate supervisor. In addition to the members of the Planning Commission, the Zoning Administrator serves as an ex-officio member of the Planning Commission. The Zoning Administrator is an employee of Ford Township government, appointed by the and responsible to the Ford Town Board. The Zoning Administrator is subject to the rulings and policies of the Town of Ford, as they affect all the independent contractors and employees of the Town. This is a part-time position; this job description does not constitute an employment agreement between employer and employee- it is subject to change by the employer as the needs of the employer and requirements of the job change. The terms of the office of the Zoning Administrator shall be indefinite and shall terminate at the pleasure of the Ford Town Board.

**ZONING ADMINISTRATOR ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

**A. Zoning Administration, Enforcement and Planning Assistance**

1. Maintain thorough familiarity with the Ford Township Zoning and Subdivision Ordinances and related forms.
2. Administer the duties of the Zoning Administrator as established in Chapter 825 of the Ford Township Zoning, Land Use & Subdivision Ordinances.
3. All Permits and requests will be reviewed by assigned Town of Ford Supervisor prior to approval while training. This includes working closely with the Clerk.

**B. Office Administration**

1. Submit to the Ford township Treasurer, by the first of every month, any and all fees collected as required by the Ford Township Ordinance.
2. Attend all Planning Commission meetings and any Town Board meetings as directed by the Town Board.
3. Submit an electronic(email) monthly report, one week in advance of meetings, to the Ford Town Clerk for submission to the Planning Commission and Town Board. Report detail to be as documented in Chapter 825.2.
4. Submit a time sheet to the Ford Township Treasurer by the first business day of each month. Time sheet to document meetings attended and also detail hours spent on Town Business including date, nature of business, applicant name, as appropriate, and number of hours or part hours.
5. Submit a separate monthly statement of all reimbursable expenses-mileage, postage, forms, maps, office supplies etc. to the Ford Township Treasurer by the first business day of the month. Reimbursement request must be supported by original receipts. Mileage reimbursement must be documented the round trip milage to the site of the meeting as well as the date, nature of the meeting, and, as appropriate, the applicant's name. Internet is provided via hotspot on your cell phone.

6. Include Ford Town Board Members and Clerk on all correspondence on priority situations by email. (Land Owners, County Officials, and Attorney etc.) using the Zoning Administrator Email provided.

**C. Public Relations, General Assistance, Personal Development**

1. Work and communicate with elected and appointed officials, and the public, with appropriate etiquette and diplomacy.
2. Assist the general public, applicants, developers, and their representatives with zoning inquires, proposals, and applications.
3. Attend professional schools, seminars and/or conferences to stay up to date on the laws, zoning trends, and other information pertinent to zoning administration as authorized by the Ford Town Board.
4. Be accessible to the public by telephone (cell phone provided) and email {computer and email provided}.

**D. Other**

1. As an employee of the Town of Ford, the Zoning Administrator will be covered under the Township's Worke/s Compensation Policy.

Hours are clocked is

- .15 minutes = .25
- .30minutes = .50
- .45 minutes = .75
- .60 minutes = 1. 00

You will be paid for \$25.00 on hour for work you do outside of meetings. Phone calls, emails, site visits, trainings.

All meetings you are required to attend:

Land Use Meetings \$125

Planning Commission Meetings \$125 Additional

I Meetings \$125 upon board's request.