

Hatton Township is seeking a Zoning Administrator

Resume and cover letter must be received by May 19, 2025, to be reviewed and considered at the Hatton Township Board Meeting on May 20, 2025.

This position serves as the primary point of contact for citizens and businesses seeking zoning and planning related information within the Township. Position is responsible for the intake of various zoning and development applications; review of zoning and development applications prior to issuance of construction permits to determine compliance with zoning regulations; consults with professionals, property owners, and contractors to achieve compliance with zoning regulations; assists applicants with development approval process, including site plan, special land use, and variance applications; issues zoning permits; acts as the Ordinance Enforcement Officer to investigate and enforce alleged violations of local zoning ordinances and property maintenance codes; provides technical support to the Planning Commission. This position reports to the Township Board.

Desired Knowledge:

- Codes and ordinances pertaining to planning, zoning, building, and property maintenance.
- Philosophies, principles, and practices of zoning, land use planning, development, and construction.
- Standard report-writing practices.
- Computer applications related to work.
- Standard practices of records management, storage and retrieval.

Desired Skills:

- Dealing with the public in a courteous, diplomatic manner in regular or contentious situations and responding with a high degree of professionalism.
- Communication, map reading, organization, problem solving, and writing.
- Utilizing the Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint.
- Making and recording accurate field observations.
- Using computers and related software applications.

Desired Abilities:

- Communicate effectively with officials, co-workers, the general public, representatives of organizations and others sufficient to exchange or convey information and receive work direction;
- Understand and interpret plot plans, site plans, blueprints, and specifications; Prepare comprehensive and accurate memorandums and reports.
- Establish and maintain effective working relationships and effective communication with the public, contractors, and other employees and agencies.
- Reason and process numbers effectively.
- Change direction and refocus between tasks.
- Prepare a variety of plans, specifications, maps and graphic materials; and
- Effectively represent the Township and the department.

Resumes can be submitted to:

**Linda McClain, Clerk
Hatton Township
2020 S Clare Ave
Clare, MI 48617**

