

Name: _____
Address: _____

**INSTRUCTIONS TO APPLICANTS
for
Zoning and Building Director Position**

1. Please fill out the enclosed application form and attach a copy of your resume together with any additional documentation that you may wish to have considered with your application;
2. Applications will be screened down to approximately six (6) who will be contacted for an interview. Please do not continue to contact this office as those who will be interviewed will be determined on the basis of the application and resume. Those interviewed may be required to demonstrate their proficiency at needed skills;
3. All applications must be returned to the County Administrator's Office by not later than 4:00 PM on Friday, April 13, 2018. Applications received after said date will not be considered, and;
4. Please type or neatly print your name and address on the spaces provided on this sheet, then staple this sheet and the remainder of this packet in the front left hand corner of your application and resume.

Fabian L. Knizacky
Administrator

EMPLOYMENT OPPORTUNITY

Zoning and Building Director For the County of Mason

The Mason County Board of Commissioner is seeking a qualified individual for a full-time Zoning and Building Director. Individuals applying for this position should possess communication, administrative and employee supervision skills, computer related skills and be knowledgeable of zoning and planning. Persons interested in making application for this position may pick up a job application packet at the County Administrator 's Office located in the Mason County Courthouse. Only those applications that are contained in the job application packet and returned not later than 4:00 PM on Friday, April 13, 2018 will be considered. The County of Mason is an Equal Opportunity Employer.

ZONING AND BUILDING DIRECTOR POSITION

1. JOBDESCRIPTION

The successful applicant will be responsible to the County Board of Commissioners, through the standing committee of this board and not through any group, or commission for the following duties:

- A. Co-ordinate all activities and all meetings dealing with the Mason County Planning Commission, Mason County Zoning Board of Appeals, Municipal Junk Authority of Mason County, Highway Advisory Committee, and Airport Zoning Board of Appeals meetings including scheduling, legal notification, publication, attendance, proper conduct, preparation of minutes and per diem vouchers and final reports.
- B. Coordinate and/or perform residential and commercial site plan review for compliance with the Zoning Ordinance. Coordinate review by other entities such as the Mason County Road Commission, Michigan Department of Transportation, District Health Department #10, Mason County Drain Commissioners, Michigan Department of Environmental Quality, and other agencies as needed.
- C. Visit sites, take photos, and develop fact-based staff reports to present to the Planning Commission and Zoning Board of Appeals pertaining to site plans, special land uses, and variance requests.
- D. Oversee the integration of the Mason County Comprehensive Plan into zoning activities and coordinate updates and amendments to the Plan.
- E. Serve on other boards and committees that relate to this position and with approval from the County Administrator or Buildings, Planning, Drains, and Airport Committee.
- F. Maintain all files, correspondence, department web-sites, and permits that pertain to the Municipal Junk Authority of Mason County, Mason County Planning Commission, Zoning Board of Appeals, Airport Zoning, Access Management Highway Advisory Committee, Building, Electrical, Mechanical and Plumbing. Prepare preliminary and final budget requests for the Zoning Department, Planning Commission, Municipal Junk Authority of Mason County and Building Department Fund. Prepare all year-end reports for the Mason County Board of Commissioners.

- G. Administer and oversee enforcement of the Mason County Zoning Ordinance, Building Department, and a uniform Junk Ordinance adopted by certain Townships and the Village of Custer. Provide oversight and supervision of all enforcement activities. This may include field visits, direct contact with landowners, letter writing, and issuance of civil infractions.
- H. Supervise the review of site plans (residential and commercial) for compliance with the Federal Emergency Management Act (FEMA) Floodplain Hazard zones. Work with the Building Official and landowners to ensure compliance with required codes relating to building in the floodplain.
- I. Attend Township meetings upon requests that pertain to County Zoning and Planning issues.
- J. Coordinate seminars for new Planning and Zoning Board of Appeals members concerning the appropriate field. Also arrange for members to attend advanced training seminars to stay current with new zoning and planning rules and regulations.
- K. Provide timely response to Freedom of Information Act requests as directed by the Freedom of Information Act Coordinator.
- L. Insure that all rules of conduct related to the County of Mason Employee Handbook are followed by the Zoning and Building Director and the employees supervised by this position.
- M. Attend Federal, State, and Local governmental meetings and remain up-to-date on legislation that pertains to County Planning, Zoning, Building, and report periodically to the Mason County Board of Commissioners the status of issues that may affect the County.
- N. Supervise all zoning clerical and zoning field person personnel and the Building, Mechanical, Electrical and Plumbing contractual inspectors in the presentation and conduct of their duties.
- O. Assist in any other duties as may be designated by the Mason County Board of Commissioners. The Zoning and Building Director is expected to make those decisions generally connected with the administration of the Zoning Office and Building Department. The Zoning and Building Director is expected to seek counsel from the County Administrator and the Building, Planning, Drains, and Airport Committee of the Mason County Board of Commissioners on any questions that may be in question.
- P. The Zoning and Building Director must be prepared to represent the County of Mason in any court of law dealing with zoning and planning with assistance from the Mason County Prosecutor's Office or other designated legal counsel.
- Q. The Zoning and Building Director will see that all monies collected through various permits are submitted to the Mason County Treasurer's Office by transmittals weekly, and.
- R. The Zoning and Building Director will be responsible to the Building, Planning, Drains, and Airport Committee of the Mason County Board of Commissioners to monitor and advise in the preparation and administration of the Mason County Zoning

Ordinance and the Mason County Comprehensive Plan including new amendments and updates.

- S. Work with the County Administrator to manage information requests from the media.
- T. The Zoning and Building Director shall make recommendations when hiring and dismissing those who have proven unsatisfactory.
- U. The Zoning and Building Director shall evaluate the work of Zoning Office personnel, confer with them relative to the grade of their work and suggest disciplinary action when needed.
- V. The Zoning and Building Director shall approve and submit bi-weekly time cards to the Clerk's office for all Zoning Office personnel.
- W. The Zoning and Building Director shall be under the direct supervision of the Mason County Administrator.

2. JOB QUALIFICATIONS and PREREQUISITES

The successful applicant for this position should possess, at minimum, the following:

- A. Personal initiative and the ability to effectively plan and organize work.
- B. Ability to work independently as well as with others in a positive manner.
- C. Ability to manage long range, multi-step projects amongst other short term priorities.
- D. Ability to deal with the general public in a helpful and pleasant manner.
- E. Educational and/or work related experience is highly desirable in the following areas: zoning, planning, public policy, landscape architecture, building, administration, personnel supervision, and budgeting.
- F. Ability to operate and utilize the following equipment: telephone system; facsimile (fax); ; calculator; computer system including, but not limited to, word processing, spreadsheet and database programs; and photocopier.
- G. Ability to pass the standard County physical examination and background check. These examinations will be a condition of employment.

H. Minimum ability usually associated with this classification:

Read: Ability to read laws, legal opinions, novels, newspapers, periodicals, journals, and manuals.

Write: Ability to prepare business letters, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Speak: Ability to participate in panel discussions and debates; to speak extemporaneously on a variety of subjects.

Math: Ability to use rulers, scales, and mathematical calculations such as adding, subtracting, dividing, multiplication, ratios, percentages.

- I. Desired Qualifications: Bachelors degree or equivalent experience in planning, landscape architecture, public policy, and/or development. Knowledge of Michigan law pertaining to Planning and Zoning and/or other related laws. Ability to work with maps, GIS, site plans, and other geographic information.

3. PHYSICAL REQUIREMENTS

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements.

- * The ability to travel to and access all buildings within the County
- * The ability to walk over various types of terrain to inspect zoning and building sites
- * The ability to climb stairs in order to inspect zoning and building sites

4. WORKING CONDITIONS

- * Works in an office and travels to sites throughout the County
- * Exposure to various types of weather conditions

5. JOB COMPENSATION and BENEFITS

This Zoning and Building Director Position is an at-will salaried county position subject to the County Personnel Policy and other rules governing full-time employees adopted by the Mason County Board of Commissioners. There will be a twelve (12) month orientation (probationary) period. At present, hours, compensation and benefits include, but are not limited to, the following:

A. Office hours of work are Monday thru Friday, 8:00 a.m. to 5:00 p.m. with a one (1) hour lunch period, except for holidays. This position is expected to attend up to four evening meetings a month.

B. Current compensation schedule for 2018-2019 is:

	<u>2018</u>	<u>2019</u>
Start	\$50,947.47	\$51,456.94
Satisfaction plus 1 year service	\$55,442.85	\$55,997.28
Satisfaction plus 2 years service	\$59,938.22	\$60,537.61

Longevity pay varying increments thereafter to a maximum of \$2,500.00.

C. Present benefits include, but are not limited to, employer paid vacation, holidays, sick days, retirement, health insurance with premium co-pay, life insurance, and dental/optical/hearing reimbursement.

Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____
Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If Yes, give date _____

Have you ever been employed with us before? Yes No

If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Elementary School					High School				Undergraduate College / University				Graduate / Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma / Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.
You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

- _____
- _____
- _____

Have you ever had any job-related training in the United States military?
 Yes No

If Yes, please describe _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying?
 Yes No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)		Hourly Rate/Salary	
			Starting	Final
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)		Hourly Rate/Salary	
			Starting	Final
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)		Hourly Rate/Salary	
			Starting	Final
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)		Hourly Rate/Salary	
			Starting	Final
	Job Title	Supervisor		
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER DATE

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

NOTES

Employment Data Record

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file. Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

FOR POST HIRE USE ONLY DETACH HERE

VOLUNTARY SURVEY

(Please Print)

Date _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip
Social Security No.		

Complete Only The Sections Below That Have Been Checked	
Current Job	
Check One:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Check One Of The Following: (Ethnic Origin)	<input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
Check If Any Of The Following Are Applicable	<input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
Birthdate	

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: Yes No

Position(s) Considered For: _____

Date _____

NOTES:

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