

**Charter Township of Commerce
Planning Department
Job Description – Associate Planner**



Job Title: Associate Planner (full time, salaried, non-union)

Department: Planning Department

Reports to: Senior Planner and Planning Director

Salary: \$55,000 or more depending on qualifications and/or experience

FLSA status: Exempt

Approved by: Commerce Township Board of Trustees

Approval date: December 12, 2023

Summary

Under the direction of the Senior Planner and Planning Director, assists with all responsibilities of the Township’s Planning Department, including but not limited to those detailed below. The position is intended to have the potential for future advancement to the role of Senior Planner and/or Planning Director.

Responsibilities

- Assist the Senior Planner and Planning Director with the administration and application of the Commerce Township Zoning Ordinance
- Assist, respond, explain, interpret, and provide guidance to the public regarding Township policies and procedures as they pertain to planning and zoning
- Perform typical clerical and office management duties as directed by the Senior Planner and Planning Director
- Assist in Planning Department efforts to digitize archived documents including scanning, codification, and records maintenance
- Occasionally attend and provide staff support as deemed necessary at public meetings including those of the Planning Commission, Zoning Board of Appeals, and Township Board
- Assist in conducting reviews of applications submitted to the Planning Department; process and distribute applications and corresponding materials to appropriate review agencies; provide applicable forms and instructions; ensure applications are in order; maintain related records
- Assume the role and responsibilities of the Senior Planner in his or her absence, including attendance at public meetings
- Assist the Senior Planner in the management of development escrow funds
- Assist the Senior Planner in the drafting of correspondence, reports, memos, legal notices, and other items
- Assist with research, development, and amendments to the Township’s Master Plan, Zoning Ordinance, Code of Ordinances, and other Township documents

- Assist the Senior Planner in the preparation of agendas and agenda packets for the Planning Commission and the Zoning Board of Appeals
- Develop and publish legal notices as required by State law and/or by local ordinance
- Maintain maps pertaining to planning & zoning activities, particularly the Commerce Township Zoning Map
- Write reports and other correspondence
- Capably calculate dimensions by applying basic algebra and geometry concepts
- Maintain a working knowledge of applicable State and Federal laws as they pertain to planning & zoning activities
- Coordinate efforts with other Township departments, particularly the Building Department
- Perform any other similar duties as assigned by the Planning Director, and/or as required by law

Qualifications

- Knowledge of laws, policies, trends, and best practices as they relate to planning & zoning
- Bachelor's degree in urban planning, public administration, economic development, or related field; ample professional experience in the field of planning and zoning administration shall be considered as a reasonable substitute for a bachelor's degree, or for a bachelor's degree in an unrelated field of study
- 6 months or more professional experience in land use planning, site plan review, and/or zoning administration
- An eagerness to serve as an asset to the citizens of Commerce Township
- Valid Michigan driver's license and a good driving record