

# Charter Township of Ypsilanti

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## **PLANNING DIRECTOR**

### ***Non-Union Position***

#### **Summary**

The Planning Director performs responsible professional land use planning work in maintaining and interpreting the Township comprehensive master plan, Township zoning and related ordinances. Responsible for local land use planning; performing research, analysis and evaluation of various planning and development requests. Oversees community development projects providing technical advice and guidance to the Township Board, Planning Commission, and Zoning Board of Appeals.

#### **Supervision Received**

Work performed under the general guidance of the Township Supervisor or designee within the Community Standards Division in accordance with Township, State, and Federal laws, ordinance and regulation applicable to specific areas of program activity. Employee must show initiative, discretion, and specialized knowledge in the attainment of desired objectives. Work is reviewed through conferences and reports for overall program effectiveness.

#### **Supervision Exercised**

Supervision is exercised over the Planning and Development Coordinator, select clerical staff, planning interns, and private consultants.

#### **Responsibilities and Duties**

*An employee in this position may do any or all of the following essential duties. (These examples do not include all of the duties the employee maybe expected to perform.)*

1. Perform and/or oversee site plan review for proposed private development projects, coordinates review procedures and makes recommendations based on reviews.
2. Oversee the coordination of the administrative functions for the Zoning Board of Appeals, including overseeing public notification procedures, preparing legal publications notices, and preparing meeting agendas and minutes.
3. Assist the Planning Commission by conducting research, preparing staff recommendations and reports, and by attending commission meetings. Coordinates the administrative function of this commission.
4. Assists the Zoning Board of Appeals conducting pre-application meeting with petitioners and applicants. Reviews variance request applications, conducts on-site inspections for each individual application or request, and attends regular and special Zoning Board of Appeals meetings to present such reports.

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5. Attends Township Board meetings as needed to provide staff reports and recommendations on matters under consideration. May present summary of recommended actions and formal motions of the Planning Commission and Zoning Board of appeals and may represent them on requests for appeals.
6. Demonstrates a cooperative effort with the Community Standards Director to facilitate a seamless transition for development projects from the planning process through construction completion and issuance of certificate of occupancy.
7. Administer Township Ordinances regulating development inclusive of but not limited to zoning, signs, planned unit developments and subdivisions. Prepare notices of violation, letters, and reports. Assemble background material to support enforcement activity. Testify in court as an expert witness on technical and procedural matters as required.
8. Participates as the lead planner in the maintenance of the Township's comprehensive master plan and land use survey. Performs research, analysis and evaluation of various urban problems, identifies planning objectives and evaluates proposed programs in accordance with comprehensive planning principles.
9. Administers community development grant programs, includes drafting project requests for consideration by the Township Board, preparation of project applications, maintenance of grant records for project compliance, and serves as liaison to granting agencies.
10. Assists the public, Township Officials, township consultants and attorneys on a variety of planning and development issues.
11. Performs related work as required to carry out the community development goals of the Township.

### **Essential Functions, Qualifications, and KSA's for Employment**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

- Knowledge of principles and practices of public administration.
- Considerable knowledge of urban planning principles.
- Thorough knowledge and understanding of planning and zoning regulation.
- Leadership skills to develop and maintain effective working relationships with the elected officials, board and commission members, employees, and the public.
- Ability to compile, analyze, and present facts, making appropriate recommendations.
- Demonstrated excellent written and verbal communication skills with the ability to make effective presentations.
- Skill in the use of computers and computer software.
- Skill and ability to perform mathematical computations.
- Skill and ability to read and interpret specifications, blueprints and drawings.
- Ability to critically assess situations, problem solve, and work effectively within deadlines and changing work priorities.

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- Graduation from an accredited four-year college or university with major course study in urban planning with seven - ten years of experience including supervisory responsibilities.
- Master's degree in urban planning preferred.
- AICP certification preferred.
- State of Michigan registration as building official or plan reviewer is a plus.
- Must possess and maintain a valid Michigan driver's license with a good driving record.

#### **Physical Demands and Work Environment**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

While performing the duties of this job, the employee is regularly required to talk, hear and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle or feel; and reach with hands and arms. The employee is required to stand, walk, and occasionally stoop, or kneel. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee typically works in a business office setting. The noise level in the work environment is usually quiet.

Updated 3.3.2025

Wage: \$100,000 - \$120,000 (DOQ)