

**CHARTER TOWNSHIP OF CLINTON  
EMPLOYEES CIVIL SERVICE COMMISSION  
40700 Romeo Plank Road  
Clinton Township, MI 48038  
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[www.clintontownship.com](http://www.clintontownship.com)**

**November 26, 2018**

**JOB VACANCY**

**JOB TITLE:** Assistant Planning Director  
**DEPARTMENT:** Planning and Community Development  
**SALARY:** \$74,639 - \$90,216

GENERAL SUMMARY:

Under the general supervision of the Director of Planning and Community Development and the Township Supervisor, this position is primarily responsible for the administration of the Township's Community Development Block Grant Program. Also, this position seeks state, federal and other funding sources and evaluates requests for money and monitors the operation of ongoing programs. Assists the Director in administering planning functions in the department. Performs other related work as requested.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

This position prepares and manages the Community Development Block Grants and Home Investment Partnership Grants and applies for various grant opportunities that benefit the Township. An individual in this position is responsible for the following: compiles and analyzes data and prepares recommendations for funding, project components, and policy development; oversees the operation of ongoing programs, researches and assesses the community needs and resources; assists with monitoring and evaluation of project implementation. Also, reviews site plans, plan redevelopments, rezoning and variances to the zoning ordinances and prepares concise, clear and accurate analysis for Township Boards and commissions, other government officials/staff, contractors, consulting firms, utility companies and the public representing the Township's interest. In addition, assists with the development/creation of new ordinances and/or revisions to the existing planning and zoning code and interprets codes, ordinances, policies and procedures. Assists with monitoring the departmental budget and supervises cost analyses and budget requests. May represent the Township in the absence of the Director at public meetings, hearings, workshops and as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

Applicants must possess the ability to observe, compare and monitor data through knowledge of Federal, state and local regulations, safety and environmental requirements including Michigan Department of Environmental Quality and Occupational Health & Safety Act (OSHA), to determine compliance with prescribed operating or safety standards. Applicants should have knowledge of the principles of public and business administration related to the specific operations of local government, including but not limited to the role of Assessing, Building, Water & Sewer, Engineering and Fire Department(s) as they relate to planning issues. Also, applicants should have the ability to do the following: make sound operational decisions on a daily basis, as well as in the absence of the Director; train, supervise, and evaluate the work of professional, technical, administrative and clerical staff; effectively communicate ideas and concepts orally and in writing and make presentations in public forums; learn the policies, procedures and documents of the department regarding ordinances and master plan for future land use; establish and maintain effective working relationships with other Township Departments, employees, elected officials, other governmental and regulatory agencies, as well as the public. In addition, applicants must have extensive knowledge of administration and budget, as applied to the operation and management of grants.

EDUCATION AND EXPERIENCE:

This position requires a minimum of a Bachelor's Degree in Urban Planning. A minimum of five years of progressively more responsible planning experience with a municipality, which includes a minimum of five years of extensive experience with municipal land use planning, including zoning, site plan and plat review and administration of Community Development Block Grant Program and other Federal and State Financial assistance programs. An American Institute of Certified Planners certification is preferred. Applicants must have and maintain a valid Michigan driver's license and good driving record while employed.

**PLEASE NOTE:** Interested, eligible candidates must submit an application to the Clinton Township Employees Civil Service Commission on or before the close of business, Friday, December 14, 2018. Pre-employment background investigation and substance abuse testing is required. The Charter Township of Clinton is an Equal Opportunity Employer, applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status or disability.