

**CHARTER TOWNSHIP OF LYON  
JOB DESCRIPTION**

**Job Title:** Planning Director

**Department:** Planning

**Reports To:** Township Supervisor/Township Board

**Approved By:** Township Board

**Approved Date:** 2/5/2018

**General Summary:**

Under the general direction of the Township Supervisor, carries out and assists, as assigned, with the following duties:

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

1. Responds to general public regarding planning policies and processes.
2. Attends Township Board, Planning Commission, ZBA, Parks & Recreation, and Administrative Team meetings as needed.
3. Coordinates the Planning Commission and ZBA meetings, staffing, reviews, agendas, and information packets.
4. Prepares legal notices for rezoning, special land uses, ordinance and master plan amendments.
5. Answers inquiries from general public and township employees regarding ordinances, planning project status, and other matters related to planning and zoning.
6. Serves as department manager, coordinating efforts and delegating activities of support staff.
7. Leads the annual preparation of the Township's Capital Improvement Program.
8. Prepares administrative site plan reviews for compliance with the Township's requirements.
9. Coordinates, staffs, and administratively supports the Parks & Recreation meetings and functions as needed.
10. Prepares updates to the Lyon Township Zoning Ordinance, Land Use Master Plan, and Parks & Recreation Master Plan.
11. Assists in the oversight and coordination of both large and small-scale park improvement projects.
12. Works collaboratively with the Township Supervisor and staff, to promote and coordinate activities and events as needed.
13. Interacts with schools, agencies, and community groups, and issues press releases as needed.
14. Aides in the preparation and administration of local, state, and federal grant applications.
15. Updates relevant maps and records.
16. Reviews zoning complaints and violations related to the Zoning Ordinance, site plan management, and the development process.
17. Other duties as assigned by the Township Supervisor.

## **Job Requirements:**

1. A minimum of a Bachelor Degree in Urban Planning or similar (Master's Degree preferred).
2. AICP designation preferred.
3. Minimum of five (5) to seven (7) years of experience in a municipal planning department. Private consultant experience may be considered.
4. GIS experience a plus.
5. Ability to carry out supervisory responsibilities in accordance with the policies and applicable law including planning, assigning, directing work and addressing complaints and resolving problems.
6. Ability to work independently or in a team environment, as needed.
7. Ability to manage several projects simultaneously.
8. Read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations.
9. Write reports, business correspondence and procedure manuals; present information.
10. Calculate figures and amounts such as discounts, interest, proportions, percentages, area circumference and volume;
11. Define problems, collect data, establish facts and draw valid conclusions.
12. Interpret a variety of technical instructions in mathematical or diagram form.
13. Lift and or move up to 20 lbs. Specific vision requirements are close and adjustable vision.
14. Regularly exposed to fumes and airborne particles, moving mechanical parts, all weather conditions and certain levels of moderate noise
15. Computer literate on applicable Township utilized computer programs.
16. Possesses basic knowledge of modern policies and practices of parks and recreation principles and administration.
17. Must have valid Driver's License and be able to drive Township vehicles as needed.

The above statements are intended to describe the general nature and level of work being performed by people assigned in this classification. They are not to be construed as an all-inclusive listing of duties which the employee may be expected to perform.