VILLAGE OF BLOOMFIELD
PART-TIME ZONING ADMINISTRATOR

JOB DESCRIPTION

Position Title: Zoning Administrator
Position Type: Part-Time
Reports To: Village Clerk / Village Board
Works Closely With
Village Planner, Village Engineer, Village Attorney, Plan Commission, Zoning Board of Appeals, Public Works Department, and other Village Officials and departments as appropriate.

POSITION SUMMARY

The Village of Bloomfield is seeking a qualified, organized, and detail-oriented **Part-Time Zoning Administrator** to serve as the Village's primary point person for zoning administration, land-use and development-related requests, zoning permits, ordinance administration, and municipal stormwater regulatory compliance.

The Zoning Administrator will administer and enforce applicable provisions of the Village Code relating to zoning, land division, highways and right-of-way, parks and public waters, stormwater management, floodplain regulation, erosion control, and other related land-use regulations.

This position will work closely with the **Village Planner** on planning and development applications and with the **Village Engineer** on the Village's **WPDES MS4 General Permit and stormwater management program**. The Zoning Administrator will help ensure that applications, permits, inspections, records, reports, notices, and compliance activities are properly coordinated and maintained.

The Village Clerk will provide administrative oversight and remain involved in municipal processes; however, the Zoning Administrator will serve as the **primary day-to-day contact and point person for zoning and related development matters**.

This position requires the ability to interpret and apply municipal ordinances, communicate effectively with property owners, contractors, developers, engineers, surveyors, residents, and Village Officials, maintain accurate records, identify issues requiring additional review, and coordinate matters among the appropriate Village professionals and governing bodies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Zoning Administration

Administer the Village's zoning regulations and serve as the primary contact for routine zoning questions and requests.
Responsibilities include:

- Review and issue zoning permits and other zoning-related permits as authorized by Village ordinance.
- Review applications for completeness and compliance with applicable zoning requirements.
- Coordinate zoning matters requiring review by the Village Planner, Village Engineer, Village Attorney, Plan Commission, Zoning Board of Appeals, or Village Board.
- Maintain accurate zoning files, permit records, application materials, correspondence, and decisions.

- Provide information and recommendations to Village officials while recognizing the decision-making authority of the appropriate municipal body or official.
- Assist with zoning ordinance amendments and updates when requested.

2. Planning and Development Review
Work directly with the Village Planner and other Village professionals on planning and development requests.

The Zoning Administrator will:
- Serve as the primary point of contact for applicants during the initial stages of planning and zoning requests.
- Coordinate referrals and comments from the Village Planner, Village Engineer, Village Attorney, and other applicable departments or consultants.
- Prepare staff information, correspondence, notices, and administrative materials as appropriate.
- Coordinate meeting materials and timelines with the Village Clerk and applicable boards or commissions.

The Zoning Administrator will not independently exercise authority reserved by law or ordinance to the Village Board, Plan Commission, Zoning Board of Appeals, Village Engineer, Village Planner, or other designated officials.

3. Chapter 8 — Highways
Assist with administration and coordination of requirements relating to highways and public right-of-way, including:
- Right-of-way matters.
- Highway openings.
- Driveways and driveway access.
- Highway design standards.
- Minimum highway standards.
- Review and coordination of applications affecting Village highways and rights-of-way.
- Coordination with the Village Engineer and Public Works Department when technical review is required.
- Identification of proposed work that may require additional engineering, permitting, or Village approval.

4. Chapter 18 — Land Division
Assist in administering and coordinating land division requirements, including:
- Certified Survey Maps.
- Lot line adjustments.
- Land divisions.
- Subdivisions and plats.
- Property combinations and related land division matters.
- Review of applications for required documentation.
- Coordination with the Village Planner, Village Engineer, surveyors, engineers, attorneys, and applicants.
- Tracking required conditions, approvals, signatures, recording requirements, and related documentation.
- Maintaining accurate land division records.

5. Chapter 19 — Parks and Public Waters
Assist with administration and review of applicable Village requirements relating to parks and public waters, including coordination with the appropriate Village officials, departments, consultants, and regulatory agencies when development or land-use activities may affect public waters or Village Park property.

6. Chapter 21 — Stormwater Management
Assist with administration and enforcement of the Village's stormwater management requirements.

Responsibilities include:
- Maintain stormwater-related records.
- Communicate stormwater requirements to property owners, developers, contractors, and consultants.
- Assist the Village Engineer with documentation and implementation of stormwater management requirements.

7. Chapter 27 — Zoning
Administer and assist with enforcement of the Village's zoning ordinance.

Responsibilities include:
- Zoning permits.
- Permitted uses.
- Conditional/special uses.
- Dimensional requirements.
- Setbacks.
- Lot requirements.
- Accessory structures and uses.
- Sign regulations.
- Property use questions.
- Zoning map administration.
- Zoning amendments.
- Variances and appeals.
- Coordination with the Plan Commission and Zoning Board of Appeals.
- Coordination with the Village Planner and Village Attorney when necessary.

8. Chapter 28 — Floodplain
Assist with administration of floodplain regulations and development requirements.

Responsibilities may include:
- Coordination with the Village Engineer and other qualified professionals.
- Coordination with applicable state and federal floodplain requirements.
- Identifying applications that require additional technical review.

9. Chapter 32 — Erosion Control
Assist with administration and enforcement of erosion control requirements.

Responsibilities include:
- Review of applicable development proposals.
- Coordination of erosion control requirements with the Village Engineer.

10. WPDES MS4 GENERAL PERMIT AND STORMWATER PROGRAM

A significant responsibility of this position will be assisting the Village Engineer with implementation and administration of the Village of Bloomfield's **WPDES Municipal Separate Storm Sewer System (MS4) program**.

The Zoning Administrator will work directly with the Village Engineer to ensure that the Village's MS4 responsibilities receive appropriate attention, documentation, follow-up, and administrative support.

The Zoning Administrator is expected to identify areas of the MS4 program that require additional administrative attention and bring those matters to the Village Engineer and Village Clerk.

11. PERMIT ADMINISTRATION

The Zoning Administrator will establish and maintain an organized permit administration process.

12. COMPLIANCE AND ENFORCEMENT

The Zoning Administrator will assist the Village with identifying and addressing potential violations of applicable ordinances and permit conditions.

The Zoning Administrator will work with the Village Code Enforcer, Village Engineer, Village Planner, Village Attorney, and other officials as appropriate.

13. RECORDKEEPING AND ADMINISTRATION

Maintain accurate and organized records relating to zoning, planning, development, stormwater, and MS4 activities.

The position will be expected to maintain records in a manner that allows the Village to readily demonstrate compliance with applicable ordinances, permits, and regulatory requirements.

14. COORDINATION WITH VILLAGE STAFF AND PROFESSIONALS

The Zoning Administrator will routinely coordinate with:

Village Clerk

- Administrative oversight.
- Records and municipal processes.
- Meeting coordination.
- Fees and permit administration.
- Official notices and correspondence.
- Village Board and committee coordination.

Village Planner

- Planning applications.
- CSMs and land divisions.
- Lot line adjustments.
- Zoning map amendments.
- Comprehensive Plan amendments.
- Development proposals.
- Planning recommendations and reviews.

Village Engineer

- MS4 compliance.
- Stormwater management.
- Erosion control.

- Floodplain matters.
- Highway and right-of-way issues.
- Construction and post-construction stormwater requirements.

Village Attorney

- Ordinance interpretation.
- Legal notices and procedures.
- Development agreements and other legal documents.
- Matters requiring legal review.

Plan Commission / Zoning Board of Appeals / Village Board

- Applications that require formal review, hearings, recommendations, or decisions by the appropriate body.

15. MEETINGS

Attend meetings as requested or necessary, including meetings of:

- Plan Commission.
- Zoning Board of Appeals.

Prepare or assist with meeting materials, staff reports, application information, maps, notices, and supporting documentation as appropriate.

16. GENERAL RESPONSIBILITIES

The Zoning Administrator will also:

- Monitor changes to applicable federal, state, county, and local regulations affecting the position.
- Maintain familiarity with Village ordinances and applicable regulatory programs.
- Recommend improvements to zoning and permit administration procedures.
- Assist with updates to ordinances, policies, forms, applications, and procedures.
- Maintain a calendar of application deadlines, permit expirations, inspections, reporting deadlines, and MS4 requirements.
- Attend training and continuing education opportunities related to zoning, planning, stormwater, MS4, floodplain management, erosion control, and municipal administration.
- Perform other related duties as assigned by the Village Clerk, Village Board, or other authorized Village officials.

MINIMUM QUALIFICATIONS

The ideal candidate will possess:

- Experience in municipal zoning, planning, land use, code administration, engineering, environmental compliance, or a related field.
- Working knowledge of zoning and land-use principles.
- Ability to read and interpret municipal ordinances and regulations.
- Ability to review site plans, maps, surveys, and related development documents.
- Strong organizational and recordkeeping skills.
- Strong written and verbal communication skills.
- Ability to work professionally with property owners, developers, contractors, engineers, surveyors, consultants, and residents.
- Ability to work independently while coordinating effectively with Village staff and consultants.
- Strong attention to detail.
- Ability to manage multiple applications, permits, deadlines, inspections, and compliance requirements simultaneously.
- Proficiency with standard office software and electronic recordkeeping.

WORKING CONDITIONS

This is a part-time municipal position involving office responsibilities.

Work may include:

- Office and computer work.
- Public counter, telephone, and email communication.
- Attendance at evening meetings.

AUTHORITY AND ACCOUNTABILITY

The Zoning Administrator is responsible for administering delegated zoning, planning, permit, compliance, and related responsibilities in accordance with Village ordinances and applicable law.

The position does **not** replace or supersede the authority of the Village Board, Plan Commission, Zoning Board of Appeals, Village Engineer, Village Planner, Village Clerk, Village Attorney, or other officials where authority is specifically assigned by ordinance, statute, or Village policy. The Zoning Administrator is expected to recognize matters requiring referral and to coordinate those matters with the appropriate Village official or professional.

The position is intended to provide the Village with a **consistent point of contact and centralized coordination for zoning and development matters**, while ensuring that technical, legal, and policy decisions remain with the appropriate Village officials and professionals.

PERFORMANCE EXPECTATIONS

The successful Zoning Administrator will be expected to:

1. Maintain an organized and responsive zoning administration program.
2. Process zoning permits and applications in a timely and consistent manner.
3. Serve as the primary point of contact for zoning and development-related questions.
4. Coordinate effectively with the Village Planner and Village Engineer.
5. Improve tracking and documentation of MS4 requirements.
6. Help ensure that required MS4 activities and reporting deadlines are not overlooked.
7. Maintain complete and accurate zoning, planning, and permit records.
8. Provide consistent information and customer service to applicants and residents.
9. Keep Village officials informed regarding significant zoning, planning, development, and compliance matters.
10. Maintain professional knowledge of applicable regulations and participate in continuing education.
11. Perform the duties of the position in a fair, consistent, professional, and impartial manner.