



## GRAND HAVEN CHARTER TOWNSHIP

### JOB POSTING

---

<b>POSITION:</b>	<b>ASSOCIATE PLANNER / PERMIT TECHNICIAN</b>
<b>DEPARTMENT:</b>	Community Development
<b>STATUS:</b>	Regular, Full-Time, Non-Exempt
<b>SALARY:</b>	\$30.90 - \$37.68 per hour

---

### ABOUT GRAND HAVEN TOWNSHIP

Grand Haven Township is a beautiful, thriving community located in Northwest Ottawa County where our residents and visitors can find miles of pristine beaches, towering sand dunes and breathtaking sunsets along the shores of Lake Michigan. Our clean and safe community values a family-centered atmosphere; we also offer vibrant parks, world class schools, as well as an appreciation of the arts and healthy lifestyles. Our community is a place where agri-businesses and industry seek to locate, bringing with them more opportunities for growth.

Grand Haven Charter Township covers 28.59 square miles. Within Grand Haven Township, there are 56 industrial parcels, 252 agricultural parcels, 97 commercial parcels, and 5,582 residential parcels. The number of parcels in the Township has increased from 4,207 to 6,636, an increase of 58% since 1990. Most of this increase is due to new residential subdivisions being created.

With a population just over 19,000, the Township has a median income of \$93,683 and an average home for-sale price of \$450,00.

### JOB SUMMARY

Under the general supervision of the Township Community Development Director this position will perform the zoning related work and planning related services for the Township and other municipalities, when contracted. This position will also work with the Township Planning Commission, the Township Zoning Board of Appeals and will oversee the Construction Board of Appeals process. This position will perform a variety of technical permitting functions; provides customer service to the public; permit applications; and performs other related duties.

### ESSENTIAL FUNCTIONS

- Assists the Community Development Director in the daily implementation of the Zoning Ordinance and zoning operations of the department. Receives and responds in writing to zoning questions; provides recommendations of actions or refers inquiries to the Community Development Director.
- Research available information to facilitate investigation of zoning code violations; and reviews and responds to concerns and inquiries from the public. Provides explanation of zoning codes, enforcement regulations, and Township policies as related to land use and zoning; performs zoning inspections or causes them to be performed; and coordinates compliance with other land use codes of the Township.
- Performs the planning services for contracted work, which may include acting as lead staff for the municipality's Planning Commission; attending the municipality's meetings, when necessary;

consulting with the municipality's Manager on all matters that may need legal clarification; overseeing the work of consultants at the municipality; and attending and representing the municipality at meetings.

- Completes the responsibilities of the Township's permit technician.
- Under the Supervision of the Community Development Director, conducts review of various development applications including plats, permits, site plans, ordinance amendments, special use permits, rezonings, and other proposals.
- Conducts extensive research in specific or general project areas. Including statistical data, reports, census information, land use, environmental topics, etc.
- Oversee the Construction Board of Appeals process in conjunction with the Building Official.
- Assist the Assistant Assessor with Neighborhood Audits and enter data gathered from the Audit. Assists with March Board of Review, when necessary. Responds to routine permitting inquiries and provides customer service to the public at the permit counter and via telephone, email, and/or facsimile.
- Provides general information to the public regarding permitting processes, zoning, environmental codes, comprehensive plans, and land use development actions.
- Responds to public disclosure requests for Community Development and Environmental Health records.
- Receives and processes various types of permit applications; reviews applications for accuracy, completeness.
- Creates permit files and distributes applications for review; updates and maintains permitting records; tracks and reports on permit activity; determines, collects, and receipts permit fees. Research and communicates the status of permits to applicants.
- Serves as a liaison between the public and Community Development
- Prepares and distributes the weekly Issued Building Permits Report.
- Files and/or retrieves construction plans for closed permits and forwards to the County Auditor's Office.
- Other duties as assigned.
- Regular and reliable attendance.

## **EDUCATION, EXPERIENCE AND TRAINING**

- Bachelor's Degree in Urban Planning or related field.
- Minimum of two (2) years professional planning and zoning experience (preferably in a municipal government environment), or equivalent combination of education and experience.
- Must have the Michigan Certified Assessing Technician (MCAT) State Certification, or a higher State Certification to perform the Neighborhood Audit services.
- A valid State of Michigan Operator's License.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Effective writing techniques, along with verbal communication and interpersonal skills to present research findings to various boards and committees along with explaining rules and procedures clearly to the public.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions. Along with comprehension of its relationship to site plans and construction drawings.
- Well-developed knowledge of planning principles, methodology, and practices, including laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the political process of democracy.

- Ability to work on several projects simultaneously. As well as working independently and in team environments, as needed.
- Ability to prepare land use maps, charts and graphs for inclusion in reports and/or public displays.
- Creative problem-solving skills to gather relevant information to solve less well-defined practical problems. All while attending to details which may impact big-picture goals.
- Knowledge of computer hardware and software programs, including Microsoft Office, Internet applications, GIS, and BS&A.
- Ability to provide a positive experience for customers.

## **PHYSICAL DEMANDS**

The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation. While performing the duties of this job, the employee is regularly required to talk, hear and view and create documents. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of light to moderate weight. Lastly, this work requires the ability to comprehend and complete tasks, based on verbal and written directives; relay information and instructions correctly; and make decisions in high pressure situations.

## **WORK ENVIRONMENT**

The work environment characteristics described are representative, but not limited to, those encountered while performing essential functions of this job classification. While performing the functions of this job, the employee works in a business office setting and in the field. During field activities, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office and may become moderate to potentially loud in field situations. Employees are required to attend evening meetings. The work environment involves low risks with exposure to potentially life-threatening situations.

## **COMPENSATION and BENEFITS:**

The compensation range for this position is \$30.90 to \$37.68 dependent on qualifications and experience, typically with annual cost of living increases. The Township offers:

- a comprehensive benefits package including medical, dental, vision, and life insurance, tuition reimbursement, paid time off including holidays and floating holidays and paid certification.
- The Township participates in the Municipal Employees Retirement System (MERS) at a 5% employee deposit rate with a municipal contribution of 10%.

## **HOW TO APPLY:**

- Send a resume, cover letter, and references to [ksherwood@ghtmi.gov](mailto:ksherwood@ghtmi.gov).
- Indeed LINK: <https://www.indeed.com/job/associate-plannerpermit-technician-d7a7cdd0fe9f0a1c>
- Any questions can be directed to Karen Sherwood, Human Resources Director, at 616.604.6309.
- Application deadline: May 15, 2026, or until filled.

Grand Haven Charter Township is committed to Equal Employment Opportunity and to attracting and retaining the most qualified employees regardless of race, national origin, religion, sexual orientation, gender, age, or disability.

---

Grand Haven Charter Township is committed to Equal Employment Opportunity and to attracting and retaining the most qualified employees regardless of race, national origin, religion, sexual orientation, gender, age, height, weight, or disability.