

CITY OF SOUTH LYON
Zoning Administrator

To Apply

Send cover letter, resume, five references and city employment application which can be found on the City's website to Attn: City Clerk, City of South Lyon, 335 S Warren, South Lyon, MI 48178 or ideaton@southlyonmi.org

Description

The City of South Lyon is accepting applications for a part-time zoning administrator that will be responsible for managing the planning and zoning review process for the City, including applications for Planning Commission or Zoning Board of Appeals approvals. The ideal candidate for this position will have a successful background in community planning/zoning and be able to work effectively with applicants, the general public, City staff, and consultants. Consideration will be given to candidates with experience in planning and zoning as well as those currently enrolled in a planning/zoning degree program and looking for flexible hours while completing course work. Preference will be given to applicants with a planning degree. Applicants with experience as a zoning administrator will also be considered, including a shared employment arrangement with another community. Candidates must also have experience working in a confidential setting and be proficient in Microsoft Word, PowerPoint and Excel.

Resume, cover letter, five references and City of South Lyon application for employment may be sent to Attn: City Clerk, City of South Lyon, 335 South Warren, South Lyon, MI 48178 or submitted via email to ideaton@southlyonmi.org no later than February 23, 2018 at 5:00 p.m. Incomplete submissions will not be considered.