



# Bloomfield Township

## Memorandum

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To: All candidates

From: Andrea Bibby, Planning, Building and Ordinance Director

Subject: Job Posting – Deputy Director of Planning, Building and Ordinance

Subject: 8/21/25

CC: Department Heads, Accounting

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The Planning, Building and Ordinance Department is seeking to fill a vacant position for Deputy Director of Planning, Building and Ordinance by accepting applications from qualified candidates. This full-time position will include the Township's standard benefits package for newly hired employees. The position is in Salary Grade 112 with range of \$80,996.82 to \$109,319.25 based on experience and qualifications.

Attached is a copy of the current Deputy Director of Planning, Building Job Description and position requirements.

Interested parties should email a Township job application, resume and cover letter to Andrea Bibby, Director of Planning, Building and Ordinance. The job posting will stay open until filled.

Please feel free to contact me with any questions.

Thank you,

Andrea Bibby  
Director, Planning Building and Ordinance

Date Posted: \_\_\_\_ 8-21-25 \_\_\_\_\_

## The Charter Township of Bloomfield, MI Job Description

<b>Classification Title</b>	Deputy Director of Planning, Building and Ordinance
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	112

### GENERAL SUMMARY

Oversees Zoning Board of Appeals, Planning Commission, Wetland Board, Lot Split, Rezoning and Site Plan applications. Serves as the main point of contact for applicants, residents, and developers on Planning related applications and public notices. Supervises Planning administrative staff. Reviews commercial building permits and change of occupancy requests for the Building Division. Assumes leadership role of PBO (Planning, Building, and Ordinance) in the director's absence.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Processes site plans, rezonings, and lot splits. Processes Zoning Board of Appeals applications and brings them through to public meeting process to receive approval. Collaborates with Building and Ordinance staff as needed.
- Provides customer service, answering questions related to planning, building, and ordinances from staff or from the public.
- Manages the Assistant Planner and the Planning Administrative Assistant.
- Attends meetings of the Township Board, Planning Commission, Wetland Board, and Zoning Board of Appeals as needed. Presents ordinance amendments, site plans, rezonings, lot splits, and variance requests.
- Attends preplanning meetings with applicants, and/or staff. Attends site visits with property owners to view properties.
- Manages the Planning, Building, and Ordinance Department in the Director's absence.
- Performs other duties as required.

### MINIMUM ENTRANCE QUALIFICATIONS

#### Education and Experience

- Graduate Degree from an accredited college with major course work in Urban Planning or related field
- 7 to 9 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

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**Licenses or Certifications**

None.

**OTHER JOB REQUIREMENTS**

None.

**PREFERRED QUALIFICATIONS**

None.

**COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

**Knowledge of:**

- Planning and Land Use law
- Township ordinances, policies, and procedures
- Services provided by other departments

**Skill in:**

- Verbal and written communication
- Public presentations
- Leadership and mentorship
- Conflict resolution

**Ability to:**

- Remain organized, multi-task, and prioritize workload
- Delegate responsibilities
- Explain to others the processes, policies, and laws related to the building, planning, zoning, land use, and ordinances in the Township

**WORK ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site		X	
Confined space	X		
Vehicle		X	

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Warehouse environment	X		
Shop environment	X		
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases		X	
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals or substances	X		
Loud noises ( <i>85+ decibels</i> )	X		

## PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work - Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

<b>Date created:</b>	11/2/20
<b>Dates revised:</b>	