



Charter Township of Waterford

Job Description

Planning Aide (Part-time)

Department: Development Services
Supervised By: Zoning Administrator or designee
Supervises: No Supervisory Responsibility
Bargaining Unit: None
FLSA: Non-exempt
Status: Part-time (15-20 hours per week)

General Summary

Under the direct supervision of the Zoning Administrator or designee performs a variety of planning and zoning related tasks requiring confidentiality, exercise of independent judgement and knowledge of office procedures and terminology gained through experience and training. Performs clerical duties for departmental staff.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assist in processing Planning & Zoning applications, preparing documents of Planning Commission meetings, and updating record-keeping.
2. Answer the telephone and provide counter assistance, directing departmental visitors and providing basic information on departmental functions, the Zoning Ordinance, Code Enforcement, regulations and requirements.
3. Assists in a variety of departmental activities processing applications, typing, statement postings, compiling data or assisting others with their work at peak hours.
4. Files and retrieves data from various computerized databases, spreadsheets.
5. Determines, collects, records and issues receipts for appropriate fees such as those charged for building permits, licenses, etc.
6. Operates a variety of office machines, such as adding machine, Fax, copy machine, scanner and other computer equipment.
7. Delivers and picks up clerical materials as necessary.
8. Other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Possess a high school diploma or equivalent.
2. Must possess basic word processing, database and spreadsheet software skills
3. Thorough knowledge of general office and filing system procedures and practices.
4. Must possess good grammatical, spelling and mathematical skills.
5. Ability to meet and talk with customers and the general public
6. Knowledge and understanding of basic urban planning and zoning concepts is preferred.

Physical Demands and Work Environment

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

While performing the duties of this job, the employee works in an environmentally controlled office setting.

This is a low physically demanding position, requiring limited range of motion. Work is performed in the optimal working envelope of neck to navel and within arms reach. Work surfaces are adjustable to all body types. Walking surfaces are well lit, tiled and/or carpeted. Individuals with physical impairments can be accommodated to perform most essential task of these positions. The use of mobility assist devices such as wheelchairs, walkers etc, is not a hindrance to this position. Use of both fine as well as gross muscles of the body is not essential. The employee is regularly required to lift objects of ± 1 pounds and occasionally lifts objects over 10 pounds. No overhead reaching is required. The employee must be able to write and work with computer keyboard. Vision or assisted vision is required. Limited hearing is acceptable. Verbal communication is fundamental.

WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Wages: \$14.00/hour

Posting Date: 01/23/2026.

Closing Date: Open until filled

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township's web page <https://www.waterfordmi.gov/jobs>