



**ASSISTANT ASSESSOR / ASSISTANT ZONING ADMINISTRATOR**

Salary \$38,161 - \$43,885

The City of Zeeland is accepting applications/resumes for the position of Assistant Assessor/Assistant Zoning Administrator. This is a full-time position with benefits.

Preferred applicants' experience will include 3-5 years of local government responsibilities primarily in assessing, with some background in ordinance administration and enforcement, planning, or other similar responsibilities in a government regulatory organization. Similar equivalent responsibility in a private real estate, appraisal, construction, or insurance management environment may be considered. Must be proficient with the BS&A Equalizer Property System and Microsoft Office applications. State Assessors Board Level II and Personal Property Examiner certifications are also desired.

Requires substantial public contact in addition to performing administrative work relating to real and personal property assessment and assisting with administering/enforcing the City Zoning Ordinance. This position also provides support to the City Board of Zoning Appeals and Planning Commission which requires presence at a monthly evening meeting(s).

Submit applications to Human Resources Dept, 21 S Elm, Zeeland, MI 49464. Applications accepted until position filled. EOE