

**WHITESIDE COUNTY
CLASS SPECIFICATION**

Job Code: 236
Date: 03/16/93
Revised: **pending**

JOB TITLE: BUILDING AND ZONING ADMINISTRATOR
REPORTS TO: COUNTY ADMINISTRATOR/COUNTY BOARD
DEPARTMENT: BUILDING AND ZONING

JOB SUMMARY:

Plans, directs, supervises and coordinates all building and zoning functions. Supervise all Building and Zoning personnel.

MAJOR JOB RESPONSIBILITIES:

Planning and Zoning

Advises the County Administrator, County Board and County Planning and Zoning Commission with regard to legality of actions to be taken, in conjunction with the State's Attorney's Office.

Reviews and approves/denies applications for development and issues certificates of compliance/certificates of agricultural exemption for construction of structures located within the County's jurisdiction.

Investigates information provided by applicants, along with information available from other County offices, area municipal offices or State offices to determine the validity of any application for a County Zoning Certificate.

Prepare written reports and documentation of observed ordinance, regulation or code violations.

Investigates suspected zoning violations based on information provided by the public or other local government offices. Assists violators in correcting violations found or takes action through the State's Attorney's Office to correct violations where cooperation is not obtained.

Assists the public in complying with the requirements of the County Zoning Ordinance.

Approves variances (area type only) of up to 10% as allowed by code.

Determines the need for any zoning changes including rezoning, special uses, or variances.

Assists the public in meeting statutory requirements to request needed changes; reviews the County zoning Ordinance, on a regular basis, to ensure that it is up to date with State enabling legislation and current trends in the County. Prepares and recommends changes in the County zoning legislation to the County Board for their action.

Conducts on-site compliance inspections of new construction.

Prepares the Site Assessment portion of the “Land Evaluation and Site Assessment” (LESA) on proposed developments in the County.

Directs the County’s comprehensive planning efforts through the Planning and Zoning Commission and the County Road and Bridge Committee.

Testifies for the County in code enforcement cases; assists the State’s Attorney’s office in the preparation of code violation cases; collects necessary evidence.

Administers the County addressing system.

Schedules meetings of the County Planning and Zoning Commission for the purpose of holding public hearings on zoning map amendments (rezonings), zoning text amendments, special uses, variances and preliminary plat review; prepares reports on findings of facts from the Planning and Zoning Commission to the County Board as required by State Statutes; keeps permanent records of all public hearings through tape recordings and written minutes.

Keeps permanent records of all development applications, issued certificates and zoning correspondence.

Provides training for the Planning and Zoning Commission, either in-house or through outside sources.

Flood Prevention and Protection Ordinance

Investigates suspected violations based on information provided by the public or other local government offices. Assists violators in correcting violations found or takes action through the State’s Attorney’s Office to correct violations where cooperation is not obtained.

Prepares reports on a recurring basis to the Federal Emergency Management Agency with regards to development in the County’s floodplains.

Issues Certificates of Compliance for developments in the County’s floodplains when they are in compliance with County regulations.

Reviews the County Flood Prevention and Protection Ordinance for compliance with State and Federal regulations. Recommends changes to the County Board when needed.

Assists the public in complying with the requirements of the County Flood Prevention and Protection Ordinance.

Acts as an investigator for the Illinois Department of Conservation, Office of Water Resources, to inspect potential State flood protection regulation violations.

Subdivision Regulations

Acts as convener and recording secretary for the Sketch Plan Review Committee.

Reviews sketch plans, preliminary plats and final plats for conformance with County regulations. Approves final plats on behalf of the County Board.

Investigates possible violations of the State Plat Act and assists violators in becoming compliant.

Building Code Enforcement

Responsible for the planning and oversight of the building division of the County. This position will supervise and coordinate the permitting process including plan review, enforcement of building codes and inspections.

Recommend and assist in the implementation of goals and objectives of the building division.

Establish schedules and methods for providing permit approval services.

Preparation of case reports for court or administrative proceedings related to permits, construction and inspections; when necessary testify in court and at administrative proceedings.

Other related activities as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment	Personal Computer
Automobile	Calculator
Photocopier	Tape recorder
Camera	Reference Material
Scales (measuring)	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Accredited Bachelor's degree in Planning, Public Administration or related field, with at least two years of related experience; or an equivalent combination of education and experience (3 to 4 years of directly related experience), which provides the required knowledge, skills and ability.

Licenses and Certifications:

Valid Illinois Driver's License required
American Institute of Certified Planners designation preferred.
Certified Floodplain Manager designation desirable.
ICC Certification in Commercial Building and Property Maintenance desirable.

Knowledge, Skills and Abilities:

Knowledge of State statutes concerning local planning and zoning.

Knowledge of nationally accepted planning and zoning policies and practices.

Knowledge of International Building Codes. Working knowledge of construction practices, codes and land use planning concepts.

Basic knowledge of civil engineering and how to read/prepare a legal description.

Knowledge of the functions of the information available in the various offices of the County.

Ability to read and interpret maps, including zoning maps, topographical maps, plat maps, census tract maps and Federal Flood Insurance maps.

Ability to communicate effectively (written and oral) with the public, with other local, State and Federal officials, private attorneys and with consultants/technical experts who deal with land use or zoning issues.

Ability to use CAD software in the production of zoning maps, determining property boundaries and ownership and for planning purposes.

Ability to prepare State or Federal grant applications.

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities of this job. The incumbents may be requested to perform job-related responsibilities and tasks, other than those stated, in this specification.

