

## **Champaign County Job Description**

**Job Title:** Zoning Officer

**Department:** Planning & Zoning

**Reports to:** Director of Planning & Zoning

**FLSA Status:** Non-Exempt

**Grade Range:** G

**Prepared Date:** August, 2009

**SUMMARY** Responsible for ensuring that new development and on-going land occupancy conforms to applicable County regulations regarding land use and zoning, drainage and storm water management, special flood hazard areas and nuisance abatement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Assists the Zoning Technician in reviewing residential Zoning Use Permit Applications for conformance to applicable County regulations; and when applicable, obtains approval from municipalities for projects within their extraterritorial jurisdiction.

Reviews and approves all Special Flood Hazard Area Development Permits for compliance with Champaign County Special Flood Hazard Area Ordinance and Champaign County Zoning Ordinance, and includes obtaining required approvals from other governmental agencies.

Reviews and approves or disapproves all Zoning Use Permits issued by the Planning & Zoning Department.

Reviews and approves all Zoning Use Permit Applications and building plans for commercial projects for conformance to the Illinois Accessibility Code, as well as Champaign County Zoning Ordinance, Champaign County Storm Water Management Policy and Champaign County Special Flood Hazard Area Ordinance.

Responsible for receiving and acting on zoning and nuisance complaints including any required investigations, a written notice and for maintaining a log with status of each complaint.

Makes interpretations of ordinance provisions under general supervision of Director.

Responsible for permit application intake procedures; supervises permit intake by the Zoning Technician and/or Department Secretary.

Performs field inspections with occasional assistance from the Zoning Technician for issuance of Compliance Certificates and as otherwise required.

Works with other governmental agencies to aid citizens in obtaining permit approvals from these agencies in conjunction with Planning & Zoning Department permitting. (Examples: Municipal Governments, Illinois Department of Natural Resources/Office of Water Resources, Illinois

Capital Development Board, Federal Emergency Management Agency, Illinois Environmental Protection Agency, Champaign County Health Department.)

Responsible for the coordination of permitting and certain land use cases with other staff, departments and technical consultants.

Responds to citizen complaints and undertakes enforcement actions in consultation with Senior Assistant State's Attorney.

Responsible to provide assistance to the Senior Assistant State's Attorney in whatever way necessary to prosecute an enforcement action, including but not limited to: field inspections, research, providing witness testimony in Champaign County Circuit Court cases, working with County Administrator and State's Attorney to prepare Requests for Proposals for demolition projects, and working with demolition contractors to get dangerous buildings demolished.

Supervises the design and maintenance of permit records and database, and other periodic reports and handouts.

Responsible for responding to zoning inquiries by phone and in writing.

Other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES** Provides work direction to the Zoning Technician.

**QUALIFICATIONS** to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** Associate's Degree (A.A.) or equivalent from a two-year college or technical school in building construction, architecture or related field plus a minimum of 3 years' experience. Requires proficiency in drafting techniques including the use of GIS software and a working knowledge of standard surveying practice and note taking. Should have experience in field inspection of construction techniques and materials.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret blueprints, maps, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups, contractors and employees of the organization.

**MATHEMATICAL SKILLS** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

**REASONING ABILITY** Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS** as required.

**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. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places, and outside weather conditions. The noise level in the work environment is usually quiet to loud.