

LaSalle County

Job Description



Job title: Director, Zoning and Environmental Services & Development

Work Location: Downtown Courthouse

Division/Department: Zoning and Environmental Services

Reports to: County Board Chairman

Employment Classifications:

- Full-time Part-time
 Exempt Nonexempt
 Salaried Hourly
 Bargaining Unit

Salary Grade: _____

Current Employee holding position is:

Essential Duties and Responsibilities:

Responsible for the administration of all County land use regulations comprised within Zoning, Planning and Environmental Services and Development.

- Serves as the County Zoning Administrator and Subdivision Officer
- Responsible for maintaining compliance with the Federal Flood Insurance Program.
- Supervises the Department's Planning & Zoning staff in the day-to-day administration and enforcement of County land use regulations.
- Interprets and enforces the Zoning Ordinance, Construction Permit Ordinance, Flood Plain Ordinance, Mobile Home Park Ordinance, Vacant Property Ordinance, Setback Ordinance, Subdivision Ordinance and Solid Waste Program (IEPA Delegation Agreement) of LaSalle County.
- Investigates or initiates investigation of alleged violations of the Zoning Ordinance.
- Oversees and Enforces Federal Floodplain Regulations and County Ordinance, County Subdivision Regulations and County Land Nuisance Ordinance.
- Issues or supervises the issuance of Zoning Use and Zoning Use Compliance Permits.
- Compiles and analyzes data on economic, social, and physical factors affecting land use and prepares or requisitions graphic and narrative reports on data.
- Recommends governmental measures affecting land use, public utilities, community facilities, and housing and transportation to control and guide community development and renewal.
- Reviews and evaluates environmental impact reports applying to specified private and public planning projects and programs.
- Interprets and enforces the County Land Use Plan and the Solid Waste Ordinances.
- Review and Update the LaSalle County Natural Hazardous Mitigation Plan.
- Responsible for writing and managing state level and private sector grant applications, inclusive of quarterly application submittals; as well as participating in semiannual IEPA grant audits.
- Ensures that County Land Use Plan, Zoning Ordinance, Subdivision Regulations, Building Codes, Solid Waste Ordinance and County Solid Waste Plan are all maintained and updated as needed.
- Prepares and presents cases for public meetings of the Zoning Board of Appeals, The Planning and Zoning Committee, the Development Air Land and Water Pollution Committee.
- Receives complaints of violations; ensures that action and follow-up is taken to resolve the complaint; Reports progress as needed to both County Board Chairman and the Planning & Zoning Committee and Development Air Land and Water Pollution Committee.
- Monitor regulations and legislative changes that would affect residents in regard to mandated recycling laws and provides opportunities for compliance through planned events.
- Responsible for the implementation and administration of the County's Personnel Policy including hiring, firing and performance evaluations of employees.

Date Created: _____ Date Revised: _____ Approvals: _____

- Responsible for preparation and administration of the department budget.
- Ensures that departmental operations occur within the budget constraints and are in conformance with County purchasing policies and procedures.
- Interprets regulatory requirements and advises the appropriate Committees and County Board regarding changes to any regulations.
- Maintain compliance with all company policies and procedures

Education and/or Work Experience Requirements:

- 5-10 years in Zoning Administration, Residential and Commercial Building Certification, with report preparation background and GIS experience
- Minimum of 5 years in Municipal Solid Waste Management, Environmental (air, land and water pollution) Regulation Enforcement, comprehensive understanding of IL Recycling and Solid Waste Management Act and be IEPA Certified as Environmental Inspector / Land Inspector.
- Minimum 5 years management / supervisory experience
- Bachelor's degree in Urban Planning or related field; IEPA Certified as Environmental Inspector/Land Inspector. Membership and/or Certification in the American Institute of Certified Planners desired.
- Comprehensive understanding and experience working with the Illinois Recycling and Solid Waste Management Act.
- Experience with local sitting hearings for pollution control facilities.
- Experience writing and managing state level and private sector grants, participation in IEPA Grant audits.
- Comprehensive understanding of local ordinances, state codes and federal regulations with regarding to sitting construction and operation of pollution control facilities as well as corresponding regulations.
- Comprehensive understanding and experience working with the Illinois Recycling and Solid Waste Management Act.
- Comprehensive understanding of reduction, reuse and recycling programs and ability to manage existing programs and develop additional programs as needed.
- Strong written and oral communications skills
- Demonstrated leadership skills.

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.

Requires sitting (3-5 hrs), standing/walking (4-6hrs). This position experiences occasional bending, twisting, squatting, climbing and reaching movements. Defined light duty Work - May require lifting up to 10 pounds and carrying objects weighing up to 25 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed outdoors in the environmental setting. While performing the duties of this position, the employee is subject to varying temperatures; Employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: