

Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Environmental Services and Land Use Department to fill a vacancy in the following job classification.

Job Classification: Assistant Planner/Enforcement Officer
Location: LaSalle County

Department: LaSalle County Environmental Services and Land Use Department
119 W Madison St., Room 107
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 8:00 am to 4:30 Monday – Friday.

Wage: 18.73/hr with additional \$.50 raise after 6 months and increase of \$2,000 per year (each) for IEPA Landfill Inspector Certification and Certified floodplain Manager

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by sending a completed LaSalle County Employment Application and Resume to:

Attn: Brian Gift
Environmental Services and Land Use
119 W Madison St., Room 107
Ottawa, IL 61350

Or email to landuse@lasallecounty.org

Application Deadline: May 24, 2019

LaSalle County

Job Description



Job title: Assistant Planner/Enforcement Officer

Work Location: 119 West Madison St., Room 107, Ottawa, IL 61356

Division/Department: Environmental Services and Land Use

Reports to: Director of Environmental Services and Land Use

Employment Classifications:

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

Salary Grade: _____

Current Employee holding position is:
VACANT

Essential Duties and Responsibilities:

The Assistant Planner/Enforcement Officer is responsible for assisting the Director with all aspects of Department functions.

- Responsible for supervising departmental staff in the absence of the Director
- Deal directly and cooperatively with private property owners, contractors, design professionals, attorneys, etc...
- Acquire full knowledge of the LaSalle Construction Permit Ordinance, LaSalle County Setback Ordinance, LaSalle County Floodplain Ordinance, Mobile Home Park Ordinance, LaSalle County Zoning Ordinance, Subdivision Ordinance, and general construction terminology
- Organize all paperwork, tracking systems, computer files, telephone inquiries, inspection schedules, enforcement dealings, and research requests in an efficient and professional manner
- Perform setback and final inspections as needed.
- Maintain the zoning database files
- Assist in updating and maintaining the department's GIS files
- Inspect and enforce the LaSalle County Ordinances through written and verbal communication. Such communication must be documented accurately and followed-up
- Issue flood plain permits and assist with LaSalle County community floodplain management activities in relation to the Community Rating System (after obtaining a Certified Flood Plain Manager Certification)
- Work cooperatively with the LaSalle County Building Code contractor to ensure permit requests are transferred between the two parties effectively to avoid approval delays and miscommunications
- Respond in a timely fashion to all inspection, enforcement or site meeting requests
- Perform all inspections thoroughly with written documentation showing all the appropriate information needed for each individual site
- Communicate efficiently, effectively, courteously, and in a professional manner in all situations
- Appropriately handle confidential and sensitive information and situations with care to individual rights and legal principles
- Create monthly reports showing field, office, and enforcement activity
- Responsible for cross-training in and assisting with the IEPA delegated activities.
- Responsible for assisting in updates to LaSalle County Ordinances and Plans
- Assist with annual reports
- Accept permit applications and review for completeness
- Assist with front office support when office coordinator is unavailable
- Assist Director with zoning matters, subdivision inquiries/variances, and deed research.
- Accomplish other tasks as may be assigned from time to time by the Director

Date Revised: 12/17/18

Approvals: Brian Gift

- Maintain compliance with all County and Department policies and procedures.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual.

Education and/or Work Experience Requirements:

- Associate's Degree required.
- Bachelor's degree in urban planning, geography, or related field preferred.
- General knowledge of construction techniques
- Previous code enforcement or inspection experience preferred
- Ability to complete FEMA training and obtain a Certified Floodplain Manager Certification
- Ability to complete IEPA training and obtain a Landfill Inspector Certification
- Knowledge of the principals and practices of planning
- Knowledge of principles and practices of research and data collection
- Knowledge of interpreting and applying ordinances
- Knowledge of effective writing techniques
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Ability to work on several projects or issues simultaneously
- Must be able to operate office equipment and proficient with Microsoft office programs.
- Proficiency with ArcGIS software preferred
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Attention to detail and accuracy
- Ability to follow direction and work independently
- Ability to attend occasional evening meetings as needed
- Team player with willingness to support departmental success

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.

This position requires sitting (1-3 hrs), standing/walking (5-8 hrs) and may experience frequent standing, walking, lifting, grasping and Repetitive motion - use of the wrists, hands and fingers.

Defined Light Work - May require exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Close visual acuity required to perform activity such as preparing and analyzing data and figures; viewing a computer terminal; as well as operating motor vehicles and the general observations of facilities or structures.

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.

The worker is subject to both environmental conditions; activities occur inside and outside. While performing the duties of this position, the employee is subject to normal consistent temperatures on a regular basis; outdoor work may experience a change in temperature. This position may be subject to hazards such as moving mechanical parts, atmospheric conditions (odors), working in close quarters that could cause claustrophobia and exposure to chemicals. 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: