

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 1408
Job Title: Deputy Commissioner, Building and Zoning
Salary Grade: 22
Bureau: Economic Development
Department: Building and Zoning
Dept. Budget No. 160
Position I.D. 9502114
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Commissioner of Building and Zoning with enforcement of all aspects of the Building and Zoning Ordinances. This individual is second in command and assumes the role of the Commissioner in his/her absence. Assists in the overall management of the department. Consults with the Commissioner concerning the enforcement of electrical, building, plumbing, heating, ventilating and zoning codes.

Key Responsibilities and Duties

Assists the Commissioner of Building and Zoning with the enforcement of all aspects of the Building and Zoning Ordinances. Conducts or attends meetings with inspection personnel to discuss problems and instruct in policy and procedure.

Assumes responsibility of the role of Commissioner in his absence which involves the general supervision of all matters pertaining to the work of the Building and Zoning Department.

Supervises of field inspectors in their everyday duties. Makes periodic inspections in the various districts and in case of emergencies pertaining to enforcement problems.

Provides public information service concerning all general complaints from the citizens of unincorporated Cook County.

Attends meetings of various organizations and groups concerned with building and zoning matters.

Organizes and directs clerical functions and all related office management activities.

Knowledge, Skills and Abilities

Extensive knowledge of all ordinances and regulations covering functions of the Department of Buildings.

Ability to ascertain compliance with laws, ordinances and regulations.

Ability to deal with personnel problems as they arise.

Ability to identify and make decisions based on requirements of Cook County Ordinances.

Ability to explain and interpret the regulations of the Zoning Ordinance.

Ability to communicate in writing in a concise and grammatically correct manner.

Ability to supervise, direct the activities and review the work of other clerical support staff, and inspectors.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree PLUS a minimum of three (3) years' experience in Engineering, Architecture, Public Administration or Business Administration **OR** an equivalent combination of professional work experience training and education.

Preferred Qualifications

Masters' Degree.

Five (5) years' experience in Engineering, Architecture, Public or Business Administration.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.