

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 1401
Job Title: Assistant to Commissioner
Salary Grade: 21
Bureau: Economic Development
Department: Building and Zoning
Dept. Budget No. 160
Position I.D. 9502115
Shakman Exempt

Characteristics of the Position

General Overview

The Department of Building and Zoning administers and enforces proper zoning and building standards for proposed and existing properties within the unincorporated areas of Cook County. The agency is responsible for ensuring the safety of the public through the effects by engaging in plumbing, electrical, fire and elevator inspections, architectural and zoning review of buildings plans, heating and ventilation.

The Assistant to Commissioner acts as mediator for the Commissioner regarding employees represented by collective bargaining agreements and all others regarding grievances, disciplinary action and all other personnel matters. Handles all Employee Assistance Program referrals for the Department. Assists Commission of Building and Zoning with the management of field activities; handles all problems from the public sector regarding building, electrical, plumbing permits for unincorporated Cook County. Serves and operates in the role of the Commissioner's assistant. Supervises and approves invoices for all purchases of office supplies and equipment. Coordinates the distribution of the architectural drawings and related documents of issued building permits to the north and south field offices for the Department. Responsible for the general supervision of two field offices.

Key Responsibilities and Duties

Responsible for the supervision and approval of the invoices for ordering of office supplies and other miscellaneous purchases.

Coordinates the distribution of the architectural drawings and related documents of issued building permits to the north and south field offices for the Department.

Disseminates information on insurance and other employee benefits to the staff.

Responsible for insuring that all office machinery operates in working condition; supervises necessary repairs and action taken; ensures that all maintenance contracts are in order.

Oversees the general supervision of the suburban field offices.

Oversees cashier window when employee is absent for the issuance of permits which generated revenue.

Calculates sick, vacation and personal time, maintains payroll record book. Verifies departmental payroll records with the Comptroller's Office.

Knowledge, Skills and Abilities

Thorough working knowledge of the principles, practices and procedures of the Department of Building and Zoning. Accurate judgment in making decisions and reorganizing established policies.

Skill in planning, developing and completing complex assignments with minimal direction.

Thorough working knowledge of or ability to quickly and effectively utilize the policies, protocols, systems, procedures and technical vernacular of the Department of Building and Zoning.

Ability to communicate effectively with tact and courtesy.

Skill in representing the department to the County and outside agencies and groups, and relating information of a technical and official nature.

Minimum Qualifications

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

Preferred Qualifications

Master's Degree.

Five (5) years' experience in Engineering or Architecture.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not 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.