

# COUNTY OF COOK



## **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 1417  
Job Title: Zoning Administrator  
Salary Grade: 21  
Bureau: Economic Development  
Department: Building and Zoning  
Dept. Budget No. 160  
Position I.D. 9502170  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Reports directly to the Commissioner of Building and Zoning. Administers the Cook County Zoning Ordinance and the provisions and requirements of such. Assists the Commissioner of Building and Zoning with departmental administrative activities. Advises property owners and others regarding land uses and zoning ordinances. Exercises independent judgment in the interpretation and administration of County codes, supervision of staff and management of the permit application division.

### **Key Responsibilities and Duties**

Processes all zoning applications (variation, special uses, map amendments and amortizations) for forwarding the Zoning Board of Appeals.

Receives reviews and signs for approval for all permit applications for zoning compliance.

Upon request, issues letters of zoning certificate to the public.

Provides zoning information and the use of specific parcels within jurisdiction.

Develops and maintains MIS mainframe in-house computer permit system and various computer daily and monthly computer reports.

Ensures productive and efficient permit processing.

Verifies requirements for zoning compliance for liquor license applications (new or renewal) and facilitates coordination for Task Force Inspection.

### **Knowledge, Skills and Abilities**

Ability to supervise, direct and review the work of other clerical support staff and three zoning plan examiners.

Ability to ascertain compliance with laws, ordinances and regulations.

Knowledge of building systems, architectural plans, surveys and other items so associated with zoning determinations.

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

Ability to communicate effectively and in technical terms.

Ability to make intelligent and independent decisions in difficult matters with tact and courtesy.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's Degree PLUS a minimum of three (3) years' experience in the areas of urban design and zoning analysis **OR** equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's Degree.

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

Prior supervisory or managerial experience.

**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.**