

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.

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COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 1405
Job Title: Building Code Administrator
Salary Grade: 21
Bureau: Economic Development
Department: Building and Zoning
Dept. Budget No. 160
Position I.D. 9502124
Shakman Exempt

Characteristics of the Position

General Overview

The Building Code Administrator acts as the Inspector General for the Building and Zoning Department and reports directly to the Commissioner regarding the daily duties of all the field inspectors as well as all other office personnel. This is a necessary component in an agency that issues building permits, reviews building plans, inspects premises and issues violations. Reports and investigates irregularities and improprieties for the Commissioner.

Key Responsibilities and Duties

Reports to the Commissioner to discuss all architectural and structural plans, examinations, engineering, cost estimating and other related matters.

Ascertain conformity of all drawings and plans with Cook County Building and Zoning Ordinances.

Assists the Commissioner in serving the public. Handles the Freedom of Information Act matters for the department; has access to confidential records.

Examines blueprints or specifications of new building or contemplated repairs of old ones for conformance with zoning ordinance and building codes.

Observe work in progress to ensure that correct procedures are followed and materials used conform to specifications.

Interprets and the direction of the Commissioner administers and enforces all rules regarding materials and workmanship in construction.

Researches changes in building practice and technology and recommends changes in the building codes as appropriate.

Knowledge, Skills and Abilities

Skill and proficiency in reading and interpreting construction documents.

Skill and proficiency in communicating effectively in technical terms.

Extensive experience in the construction industry and training in construction inspections.

Ability to ascertain conformity of all drawings and plans with Cook County Building Code.

Skill and proficiency in comprehending and interpreting building plans, plats of surveys, site plans and other items associated with zoning determinations.

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

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

Ability to communicate in writing in a concise and grammatically correct manner and review written correspondences of other professionals.

Ability to engage in a dialogue with other architectures, structural engineers, professional engineers and contractors representing all construction disciplines.

Minimum Qualifications

Possession of a high school diploma or GED certificate PLUS a minimum of three (3) years' experience in the field of construction/building **OR**, an equivalent combination of education, training and experience.

Preferred Qualifications

Bachelor's degree.

Prior supervisory or managerial experience.

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COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 1407
Job Title: Commissioner, Building and Zoning
Salary Grade: 24
Bureau: Economic Development
Department: Building and Zoning
Dept. Budget No. 160
Position I.D. 9502113
Shakman Exempt

Characteristics of the Position

General Overview

The Commissioner of Building and Zoning is responsible for providing and instituting rules and regulations governing the erection, construction, alternation, demolition or relocation of all buildings and structures within designated single family, multi-family, commercial, industrial, and public zoned districts in unincorporated Cook County. This includes the examination of drawings and plans, the diligent inspection of all buildings, structures and mechanical installations, Establishes and enforces administrative policies procedures and budget for the department.

Key Responsibilities and Duties

Administers and manages all offices and employees within the department.

Pursuant to the mandate of the Building Code and Board of Commissioners, is vested to direct and supervise employees.

Reviews for final approval and issuance of building, plumbing and electrical permit applications.

Verifies that permit applications, plans and drawings and all other related documents conform to the requirements of all pertinent ordinances and laws.

Signs for approval and issues certificates of Compliance and Temporary Certificates of Compliance so that no building or structure shall be occupied or used in whole or in part until a certificate has been issued.

Develops and administers departmental budget to establish necessary line items and monies required to administer the department.

Renders administrative decisions relating to the Cook County Building Code and Cook County Zoning Ordinance.

Reviews and decides on rules with references to materials and workmanship in construction an in lot, use and bulk requirements of the Zoning ordinance.

Provides for the establishment of a schedule of fees to establish necessary equitable fees for permit reviews, programs and registrations, and penalties for violations of the ordinance.

Facilitates all necessary meetings with other County department and agencies regarding building permits, complaints and/or property violations.

Coordinates efforts and to ensure that all provisions and requirements of all codes and ordinances are adhered to.

Insures that diligent field inspections occur as necessary and required.

Provides for final and periodic inspections of buildings, structures, equipment, sites or parts thereof as prescribed by the ordinance.

Serves as Secretary to the Building Ordinance Committee for the purpose of considering amendments, appeals, and approval of new building materials or methods.

Develops new ordinances and programs as needed to protect and promote health, safety, and welfare of the residents of unincorporated Cook County.

Handles departmental media issues with tact and courtesy under the Freedom of Information Act an in accordance with standards set by the President of the County Board and the Bureau of Administration.

Knowledge, Skills and Abilities

Thorough knowledge of the principles, practices and procedures of the Department of Building and Zoning.

Extensive knowledge of the Cook County Building Code and Cook County Zoning Ordinance.

Thorough working knowledge of the construction industry; ability to review architectural drawings, plans, and other related documents, and familiarity with materials and methods of workmanship.

Skill in planning, developing and completing complex assignments with minimal direction; skill in delegating and managing of projects, and deadlines.

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

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

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Architecture, Public Administration, Business Administration or related field PLUS, ten years' experience in all phases of building and construction industry to include five years supervisory responsibility **OR**, an equivalent combination of education, training and experience.

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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.

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COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 1410
Job Title: Chief Inspector
Salary Grade: 22
Bureau: Economic Development
Department: Building and Zoning
Dept. Budget No. 160
Position I.D. 9502134
Shakman Exempt

Characteristics of the Position

General Overview

Coordinates and supervises all field inspections for the Department of Building and Zoning. Insures all involved parties are in compliance with the Cook County Building Codes and Zoning Ordinances. Supervises district field inspections and investigations involved in the application and enforcement of the Cook County Code and Zoning Ordinance. Reports to and confers with Commissioner of Building and Zoning relative to the management, organization and operation of the inspections unit.

Key Responsibilities and Duties

Assigns work to inspectors in district assigned and makes said assignments according to the nature of the workload and emergency requirements.

Instructs and advises on special problems.

Conducts meetings with field force to review work and assist with problems.

Serves as a liaison, in the resolution of problems and issues.

Manages the development of administrative standards regarding building inspections and the methods and procedures to support those standards.

Provides assistance and guidance to the Assistant Chief Inspector in directing assignments equitably and managing field inspectors.

Supervises field personnel in the assignments, investigations, general complaints and similar responsible matters that are incidental to field enforcement.

Manages and supervises the field office clerical assignments.

Performs routine patrol of areas, looking for deviations from codes and ordinances.

Appears for pre-trial and court proceedings when necessary.

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 of experience **OR** an equivalent combination of professional work experience, training and experience.

Preferred Qualifications

Master's Degree.

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

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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.

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Bureau of Human Resources

118 N. Clark Street, Room 840
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Job Code: 5531
Job Title: Special Assistant for Legal Affairs
Salary Grade: 24
Bureau: Economic Development
Department: Building and Zoning
Dept. Budget No. 160
Position I.D. 1000967
Shakman Exempt

Characteristics of the Position

General Overview

Acts as an internal legal advisor and counsel to the bureau chief or director, providing legal advice in matters related to the statutory authority and execution of powers of that department, bureau or departments within bureau; also functions as direct legal aide to the director or bureau chief as required. Provides assistance in interpreting the legal ramifications of proposals, policy directives and other actions planned or undertaken by department, bureau or County Board. May serve in the capacity of Freedom of Information Officer or advise on matters related to the Freedom of Information Act. Works with the President's Counsel and State's Attorneys Office as necessary in order to evaluate litigation, respond to document requests, prepare for matters related to administrative review and address opinions related to federal, state or local legislation. Consults with the President's Counsel and the Office of the Cook County State's attorney as required or directed.

Key Responsibilities and Duties

Provides legal advice to the director or bureau chief in a variety of matters pertaining to the department's functions, duties, powers and responsibilities set forth and defined by the County ordinance, state or federal law.

Helps formulate and define legitimate and appropriate positions to be taken by the director. Conducts legal research and advises as necessary.

Acts in tandem, where necessary, with legal advisors in the States' Attorneys' Office and the President's Office to coordinate efforts with legislative or civil proceedings where necessary, including on legal issues regarding the interpretation and enforcement of County Ordinances and policies.

Reads, analyzes and answers correspondence pertaining to a variety of legal questions of immediate concern to the department.

May assist the other members of the staff in revising ordinances, legislative proposals, directives, correspondence, and/or policies for use in intergovernmental relations and public statements etc. Conducts legal research as needed.

Handles special projects of specific purposes and confidential nature as required.

Advises director in the drafting of department procedural rules and policies pertaining to the interpretation and enforcement of department applicable ordinances, as well as general Department policy and procedure.

Assists the director in drafting ordinances, agreements, contracts, policies, procedures and other relevant documentation.

May provide advice to the Public Information Officer on questions related to the Freedom of Information Act or serve as the Freedom of Information Officer.

Reports matters of legal relevance to the President's Counsel and accepts assignments from the director and President's Counsel as necessary.

Knowledge, Skills and Abilities

Knowledge of local and municipal government in Illinois, particularly with respect to Cook County government and the Chicago Metropolitan area.

Skills in researching, interpreting and arguing legal position and ability to provide legal analysis.

Ability to negotiate and draft various legal agreements.

Ability to coordinate litigation response.

Minimum Qualifications

Graduation from an accredited School of Law with a Juris Doctorate degree.

Licensed to practice law in the State of Illinois.

Three years or greater professional work experience as an attorney dealing with matters of civil law, government or corporate transactions.

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