

COUNTY OF COOK



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

Job Code: 1416
Job Title: Secretary to Zoning Board
Salary Grade: 24
Bureau: Administration
Department: Zoning Board of Appeals
Dept. Budget No. 170
Position I.D. 9502208
Shakman Exempt

Characteristics of the Position

General Overview

Functions as both the Secretary and department head for the Zoning Board of Appeals. Assists the Chairman and Board Members at hearings and provides expertise as to the rules and regulations of the Cook County Zoning Ordinance. Oversees the daily operations of the Zoning Board of Appeals, its staff and their assigned duties. Collaborates with village officials, mayors and attorneys on pending zoning matters.

Key Responsibilities and Duties

Reviews and approves time sheets and payroll.

Inspects properties in unincorporated Cook County as to the feasibility of zoning, special amortization and specific requests by applicants, developers and homeowners.

Attends and participates in hearings with Board Members in townships where cases are being heard.

Assists Chairman and Board Members at hearings as to rules and regulations of the zoning ordinance, regarding past and present property zoning and usage history.

Attends and participates in variation appeals for the Cook County Building and Zoning department executive session and decision making meetings at the Zoning Board Office.

Posts legal notices for hearings as required by the Zoning Ordinance.

Confers with County Commissioners, mayors, village officials, and attorneys as to specific cases and other pending zoning matters their districts.

Interprets the zoning ordinance as requested by commissioners, developers, and attorneys. Attends all Cook County Board meetings.

Reviews all submitted plats of subdivision, plats of vacation, planned unit developments, plats of abrogation, flood plains (as to 8.96 flood damage prevention ordinance).

Reviews and approves payroll and timesheets for the Zoning Board of Appeals. Oversees the daily functions of the Zoning Board of Appeals staff and all of their assigned duties.

Attends Department head meetings, sub-cabinet meetings zoning staff meetings as well as other meetings with various county departments.

Oversees the computerization of the entire Cook County maps and comprehensive land use and policies study Geographical Information Systems (GIS).

Assists and guides contractors, developers, County Commissioners, village attorneys, homeowners and planners as to the zoning requests, history of specific parcels and possibility of highest and best use of land.

Meets with applicants or disabled individuals in the field as to zoning assistance.

Interprets the zoning ordinance as requested by commissioners, developers and attorneys.

Knowledge, Skills and Abilities

Complete and thorough knowledge of the Cook County Zoning Ordinance and other related County codes.

Ability to objectively and tactfully interact with commissioners, mayors, village officials

Skill and proficiency in making accurate mathematical calculations.

Thorough knowledge of the application and operation of Geographical Information Systems (GIS) computer software, including editing, plotting and analysis. Ability to read and interpret mechanical drawings and blueprints.

Ability to oversee a department division and supervise the assigned personnel; ability to plan, organize, and coordinate work flow in a timely manner and in conjunction with the department goals.

This position may require moderate to extensive travel to work assignments throughout Cook County, for which the employee must provide his/her own transportation.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years of experience in the field of planning, zoning or Geographic Information Systems (GIS) **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree in planning, geography, urban development or landscape architecture.

Five (5) years of professional experience in the field of planning, zoning or Geographic Information Systems (GIS).

Possession of a Geographic Information System Professional (GISP) certification.

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.

COUNTY OF COOK



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

Job Code: 4014
Job Title: Administrative Assistant to the Secretary
Salary Grade: 22
Bureau: Administration
Department: Zoning Board of Appeals
Dept. Budget No. 170
Position I.D. 9502209
Shakman Exempt

Characteristics of the Position

General Overview

Represents the Board and the Secretary at public hearings. Assists in confidential deliberation of cases before the board; may assist the public and county officials in the interpretation of the County Zoning Ordinance and policies. Assists the Secretary of the Zoning Board of Appeals with the daily administrative and secretarial activities, as well as handling all confidential business and correspondence matters for the Secretary and the Zoning Board of Appeals. Coordinates and oversees daily work flow to ensure compliance with regulations for the Zoning Board of Appeals whose primary function is to consider and hear all zoning requests pertaining to land uses in the unincorporated areas of Cook County. The Zoning Board of Appeals separates incompatible uses and assigns specific locations for residential, commercial and industrial operations. It Promotes orderly development and protects existing improvements.

Key Responsibilities and Duties

May act as a representative for the department head at meetings and other engagements that pertain to the Zoning Board of Appeals when the department head is unable to attend.

Oversees legal notices for advertising in local newspapers.

Schedules township hearings and ensures that a court reporter is in attendance to take minutes.

Contacts and notifies applicants, homeowners association, board members, newspapers, and the citizens of the County of township hearings.

Attends regular County Board meetings, Public Service Committee and special meetings of the County Board Zoning Committee.

Attends public hearings held in the office of the Zoning Board and those that are convened in the various townships including the Comprehensive Land Use and Policy Plan Hearings.

Drafts the yearly budget, Mission statement, goals and accomplishments of the department.

Responsible for the purchasing and payment of office supplies allotted by the department's yearly budget along with preparing requisitions for the approval.

Acts as a representative for the department ahead at meetings and other engagements that pertains to the Zoning Board of Appeals when the department head is unable to attend.

Coordinates information fairs to inform the public of the services provided by the Zoning Board of Appeals.

Knowledge, Skills and Abilities

A thorough and firm working knowledge of the Cook County Zoning Ordinance.

Ability to work well with applicants (tax payers), attorneys, contractors, land developers, homeowners, and other County agencies as well as fellow staff members in a professional and courteous manner.

Ability to keep accurate records and documentation.

A high level of accuracy and proficiency in the use of PC software programs to manage and generate data, reports, letters and daily correspondences.

Skill and proficiency in making accurate mathematical calculations.

Ability to coordinate several tasks and perform well under pressure.

Ability to train and direct staff to further advance and accomplish the efficiency aims of the department.

Good attention to numerous details, ability to proof, and verify data as well as the ability to retain information.

Good communication skills; ability to gather information from others and make inquiries; ability to convey information and explain or describe department policy and procedures to others in person or by telephone.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years of experience of a responsible or confidential nature as an Administrative Assistant in a large private, public or governmental organization **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree in Business Administration, Public Administration or related field, PLUS a minimum of five (5) years highly responsible experience as an Administrative Assistant, Executive Secretary or other high-placed management assistant in a large or publicly related business or concerns in government, zoning, real estate or tax assessments.

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.

JC: 4014 revised 4/24/12

COUNTY OF COOK



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

Job Code: 5531
Job Title: Special Assistant for Legal Affairs
Salary Grade: 24
Bureau: Administration
Department: Zoning Board of Appeals
Dept. Budget No. 170
Position I.D. 1000970
Shakman Exempt

Characteristics of the Position

General Overview

Acts as legal advisor and counsel to the bureau chief or director in all 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 including in matters related to and the Office of the Cook County State's attorney as required.

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 State's Attorney's 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:

Thorough and extensive knowledge of the law as it pertains to local and municipal government in Illinois, particularly with respect to Cook County government and the Chicago Metropolitan area including unincorporated areas of Cook County.

Skills in researching, interpreting and arguing law as it pertains to the responsibility and authority of the department; likewise, skilled in the legal analysis and interpretation of the rules, regulations, laws, ordinances and resolutions of the Cook County Board.

Transactional legal experience.

Ability to coordinate any of the above in connection with the State's Attorney and/or other designated counsel.

Minimum Qualifications

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

Licensed to practice law in the State of Illinois.

Three (3) years or greater professional work experience as an attorney dealing with matters of civil law and government.

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JC:5531 revised 4/24/12