

County of Grundy
Job Description



Date of Posting: March 7, 2023

Job Title: Deputy Director

Department: Land Use

Reports To: Land Use Director

FLSA Status: Full-Time, 40 hours per week, Exempt

Rate of Pay: \$55,000 - \$62,000

SUMMARY

The Deputy Director assists the Director in coordinating, directing, and assessing the work of the Land Use Department. Provides assistance with all short- and long-term goals for the three offices of the department namely the Building, Planning and Zoning, and Environmental and Resource Conservation (ERCO) offices. Primary responsibility for the Deputy Director is to complete all plan review, issue building permits, and issue occupancy in accordance with the adopted International Building and Residential Codes. Additional primary duties include evaluating and enforcing the adopted property maintenance code, current zoning and solid waste codes with respect and decorum. This position is distinguished from that of the Land Use Director who has responsibility for the overall administration of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Responsible for the administration of the adopted International Building, Residential, and Property Maintenance Codes through building, mechanical, and electrical plan reviews, zoning compliance, and the issuance of permits, and through verbal and written assistance to the residents, developers, and professionals.
2. Assists Director in effectively supervises both the assistant and inspectors for the day-to-day activities for the office to ensure efficiency and effective customer service.
3. Completes building inspections as necessary.
4. Assists Director with the annual budget by providing input on items necessary for the Building Office.
5. Issues all occupancies for work completed with coordination of other governmental departments as necessary.
6. Investigates complaints concerning property maintenance, zoning, and solid waste violations. Documents all findings through this investigation and corresponds with owner until compliance is met. Works with the Grundy County States Attorney if further action is required.
7. Conducts emergency inspections as deemed necessary. Works with the Grundy County Emergency Management Agency and Sheriff's department for these inspections. Completes all documentation and works with the Director on cases.
8. Confers with and attends meetings with building owners, architects, engineers, developers, and contractors in regard to code interpretation, violations, construction mitigation plans, technical issues, and permit/inspection procedures for the Grundy County Building Office.
9. Issues stop work orders and determines when a structure may be unsafe, unfit for occupancy, and ensures that the structures are properly placarded by the Building and Zoning Officer. Works with owners after written notification towards full mitigation of the issues.

10. Assist the Director in reviewing procedures for the department and makes suggestions and completes research that supports suggested solutions.
11. Assists Director with evaluation of petitions in regard to all planning, building issues and potential zoning issues.
12. Assists Director in regard to the preparation of the policy changes, fee changes, and text amendments for the UDO.
13. Assists Director in the hiring, training, and evaluation of staff for the department.
14. Provides reports and may attend meetings as necessary to explain the management of the Building Office.
15. Oversees and reports to the Director the inspections and permit summaries for the Building Office.
16. Represents the Building Office in court cases when deposed.
17. Acts as the Director in the absence of the Land Use Director.
18. Performs other duties as assigned by the Director.

SUPERVISORY RESPONSIBILITIES

Assists the Director in supervising the Building and Zoning Officer, Plumbing Inspector for quality of work and the Assistant.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual who is chosen will need to have great communication skills to work productively with people from diverse backgrounds. Analysis of complex issues and the ability to provide a reasonable and consistent course of action is required. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Familiarity with planning concepts, knowledge of Building Occupancy Code of America.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree in engineering, Architecture, or Building Construction Technology degree or similar studies.
- A minimum of two years of supervisory experience.

KNOWLEDGE AND ABILITIES

- National and IL State codes
- Supervisory principles and practices
- Commercial and residential construction technique
- Use geographic information systems software
- Ability to use Word 365 for all letters
- Outstanding written and verbal skills
- Organize and prioritize workload
- Learn and use new software
- Deal effectively and fairly with the public
- Analyze alternative means of compliance
- Execute directives in a timely manner
- Safely operate County vehicles

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a current IL Driver's License
- Certification by the International Code Council as a Residential and Commercial Building Inspector.
- Ability to obtain in one year after hire certification as an International Code Council Residential and Commercial Plan Examiner.
- Employment contingent upon passing of a criminal conviction and local background check.

PHYSICAL DEMANDS

Requires occasional lifting, carrying, walking, and standing and kneeling; may have to enter cramped spaces such as basements and crawlspaces; frequent hand/eye coordination to operation personal computer and office equipment; vision and hearing sufficient for reading, recording, and interpreting information provided. Ability to communicate to other employees, and the public concisely and clearly. Ability to perform a range of manual tasks in a construction environment such as climbing stairs or ladders, visually observing work performed, and wearing of appropriate safety equipment such as hard hats, boots, ear plugs, and safety glasses as needed.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate.

TO APPLY: Candidates must meet the minimum requirements of the position to be considered. Send resume and salary requirements to hr@grundyco.org with "**Land Use Deputy Director**" in the subject line.

No phone calls please

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order or protection status, disability, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are denied in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).