



**JOB POSTING**

**Posting Open: 6/21/2022**

**Closed: 6/30/2022**

**Department: Zoning**

**Job Classification: Zoning/Building Department Coordinator**

**Grade: 20**

**JOB CLASSIFICATIONS:**

**See attached job description.**

**Salary: \$18.82**

**Hours: 40 hours per week**

**Please submit completed application to the Zoning Department.**

**Rock Island County  
Attn: Greg Thorpe  
1504 3<sup>rd</sup> Ave  
Rock Island, IL 61201**

**or**

**An application can be found at <http://www.rockislandcounty.org/Jobs/>**

**Email to [gthorpe@rockislandcountyil.gov](mailto:gthorpe@rockislandcountyil.gov)**

## ROCK ISLAND COUNTY

### CLASSIFICATION SPECIFICATION GRADE 20

**TITLE:** ZONING/BLDG DEPARTMENT COORDINATOR 06/01/03

Under general direction performs specialized, advanced clerical work requiring administrative ability in carrying out all activities in assigned area. Work involves independence in the performance of duties, considerable discretion and judgment in making work decisions that require knowledge of laws, ordinances and resolutions applicable to the area of assignment; considerable contact with county officials and the public in providing technical information from records on procedures, ordinances, resolutions and policies. The employee receives assignments from the supervisor, who defines objectives, priorities and deadlines and assists the employee with unusual situations that do not have clear precedents. May direct the work of other employees. May work unsupervised for lengthy periods of time. Performs other work as requested.

#### **Examples of Essential Functions:**

- Performs general office duties; answer phones, waits on counter.
- Makes flood plain zone determinations via phone and at the counter (requires use of the AS 400 database, ability to interpret plat maps, ability to interpret the Flood Insurance Rate Maps.)
- Answer complex inquiries via phone and at the counter concerning requirements for building permits and zoning permits. Assists other employees in responding to queries.
- Interprets regulations using well defined standards; applies rules accordingly.
- May be assigned to gather data, prepare reports and handle other specialized projects.
- Prepares written correspondence to the general public, adjusting complaints and/or supplying moderately technical information to explain departmental policies.
- Files related documents and records into the flood plain, building permit and zoning file systems. Gathers basic information from files as needed.
- Enters large amounts of detailed information into the permit database, keep records of up to date contractor's license, insurance and bond's.
- Calculates and collect's payments for fees and services, issue receipts for payments, flags flood prone properties, balances daily receipts.

- Operates office equipment (Copy Machine, Fax, Typewriter, Calculator, Dictaphone, Computer with relevant software.)
- Performs related work as required. May be required to attend occasional meetings at odd hours.

(NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.)

### **Minimum Requirements:**

#### **A. Training and Experience**

High School diploma or equivalent certificate of competency, supplemented by business college level courses, or five years experience in an office environment, or an equivalent combination of experience and training. Must be eligible to become a notary.

#### **B. Knowledge, ability and skills**

Knowledge of building Permit, Flood Plain development permit and zoning permit procedures and policies.

Knowledge of the operation, scope and authority of the Zoning and Building Regulations as a whole.

Knowledge of Building and Zoning terminology and procedures.

Knowledge of practices, principles and procedures of modern office techniques, filing, record keeping and office machines.

Knowledge of supervisory principles and practices in a modern office environment.

Ability to be flexible in performing varied assignments on a day-to-day basis.

Ability to handle large volumes of transactions rapidly, accurately and effectively.

Ability to concentrate on numerous tasks at once.

Ability to recognize how various regulations interact to effect the result of an inquiry.

Ability to understand and follow oral and written instructions.

Ability to make work decisions in accordance with laws, regulations, deadlines and department policies and procedures.

Ability to maintain a variety of complex records. Ability to prepare reports from records.

Ability to establish and maintain productive working relationships with co-workers, county officials, contractors and public.

Ability to communicate effectively in writing and orally.

Ability to respond to inquiries in a tactful and courteous manner.

Skill in the use of office machines including telephone, fax typewriter, word processor, copier, calculator, tape recorder, Dictaphone, cash register, computer systems and printer.

**Physical requirements:** Tasks involves some physical effort; i.e. some standing and walking, frequent light lifting (10-20 lbs); or dexterity in the use of fingers, limbs or body in the operation of office equipment. Tasks may involve extended periods of time at a computer keyboard.

**Environment requirements:** Tasks are regularly performed without exposure to adverse environmental conditions.

**Sensory requirements:** Tasks require perception and discrimination, oral communications ability.