



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 3rd Ave, Room 305
Rock Island, IL 61201
or**

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

Email to 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 inquires 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.

County of Rock Island, Illinois

EMPLOYMENT APPLICATION

THE COUNTY OF ROCK ISLAND IS AN EQUAL OPPORTUNITY / REASONABLE ACCOMODATION EMPLOYER
 County of Rock Island, Human Resource Department, 1504 Third Avenue, Rock Island, IL 61201
 HR Department (309) 558-3610 / Fax (309) 558-3587

INSTRUCTIONS: Answer all questions completely and honestly. Type or print all answers. Sign the application and any supplemental forms. An applicant will not be considered without a completed application. Resumes are accepted, but only in addition to the application. Any omission, mis-statement, or falsification may be cause for you to be removed from further consideration in the employment process or discharged from County service. Applications must be received by the posted deadline, whether submitted in person, by fax, or by e-mail. The County of Rock Island is not responsible for applications that are not received by the posted deadline.

General Information

Position Applying For:		Date Available:	
Name: (First) (Middle Initial) (Last)			
Address:			
City:	State:	Zip Code:	
Telephone:		Other Phone:	
E-Mail Address:			
Have you ever used or been known by any other names? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Names:			
How were you referred to this position?			
Desired Salary:		Minimum Salary Acceptable (Optional):	

Have ever been employed by Rock Island County? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes: Position: _____ Date(s): _____
Have you ever been terminated, discharged, or asked to resign from any employment? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please briefly explain:
Are you related to any County employee or elected official? Yes <input type="checkbox"/> No <input type="checkbox"/>

In the last seven years have you ever been convicted of a violation of law other than a minor traffic violation? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain. (Applicant not obligated to disclose expunged juvenile records of adjudication or arrest) (The term "convicted" includes any conviction, a guilty plea, a no contest plea, a suspended sentence, or a deferred judgment. Conviction of a crime does not necessarily constitute automatic bar from employment.)

<p>I will accept (check all that apply):</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Regular</p> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time</td> <td style="width: 50%; vertical-align: top;"> <p>Temporary</p> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal</td> </tr> </table> <p>Shift: Days <input type="checkbox"/> Evenings <input type="checkbox"/> On Call <input type="checkbox"/></p> <p>Date available to start work:</p>	<p>Regular</p> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<p>Temporary</p> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal	<p>Do you have a legal right to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>All new hires will be required to submit verification of the legal right to work in the United States within (3) business days of employment. In accordance with the Immigration Reform and Control Act of 1986 we are legally prohibited from employing anyone who cannot provide such verification.</p> <p>Are you 18 years of age or older? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Regular</p> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<p>Temporary</p> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal		

EDUCATION, TRAINING, AND SKILLS

Proof of education and/or professional certifications may be required prior to hire.

Driver's License Information:

Do you have a valid driver's license?	State:	CDL?
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
List any CDL endorsements:		

Do you have a high school diploma or G.E.D.? Yes No

If no, please indicate the highest grade completed:

Education Information:

Name of High School / College / University:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	

Professional Registrations, Licenses, and/or Certifications that relate to this position:

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

List any specialized training you have received that relates to this position:

List equipment and/or computer software applications you are proficient in operating that relate to this position:

EMPLOYMENT HISTORY

Begin with your present or most recent employer. List all jobs, paid or volunteer, over the last ten years. Include experience prior to ten years ago if it relates to the position to which you are applying. Your qualifications will be evaluated based in part on the information you provide on this application form.

Employer:	Phone #
Position Title:	Employment Dates (mo/yr) From: To:
Address:	City: State: Zip:
Direct Supervisor:	Phone #
	Hours per week:
Job Duties:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving or wanting to leave?	

Employer:	Phone #
Position Title:	Employment Dates (mo/yr) From: To:
Address:	City: State: Zip:
Direct Supervisor:	Phone #
	Hours per week:
Job Duties:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Employer:	Phone #
Position Title:	Employment Dates (mo/yr) From: To:
Address:	City: State: Zip:
Direct Supervisor:	Phone #
	Hours per week:
Job Duties:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Address:	City: State: Zip:

Direct Supervisor:	Phone #
	Hours per week:
Job Duties:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving or wanting to leave?	

PROFESSIONAL REFERENCES – PROVIDE AT LEAST THREE

Name:	Contact number:
Address:	Relationship:

Name:	Contact number:
Address:	Relationship:

Name:	Contact number:
Address:	Relationship:

Name:	Contact number:
Address:	Relationship:

I hereby certify that the statements made on this employment application are accurate and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, incomplete, or misleading information I may not be eligible for employment and if hired I will be subject to termination.

_____ Date: _____
Signature

If completed electronically: By checking the signature box and typing my name, I electronically affix my signature to this employment application:

Signature: Name: _____ Date: _____