

Fulton County Zoning Officer Position Description

6.11.24

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DEPARTMENT: Office of Community Development and Zoning

TITLE: Zoning Officer

REPORTS TO: Fulton County Supervisor of Assessments
and Fulton County Community Development and Zoning Committee Chair

APPLICATIONS DUE: July 12, 2024

INQUIRIES CALL: 309-547-0901

The "Fulton County Employment Application – General" can be found at [Work Here - Fulton County \(fultoncountyil.gov\)](http://workhere.fultoncountyil.gov). A completed Fulton County Employment Application and any supporting documentation should be mailed to:

Laura Hepp Kessel, Community Development and Zoning Committee Chair
Fulton County Board
257 W Lincoln Street
Lewistown, IL 61542

BASIC FUNCTIONS: Zoning Officer for Fulton County. This employee will serve as the county's zoning officer and floodplain administrator. This position requires meticulous attention to detail. The ideal candidate will have excellent computer skills, including but not limited to, Microsoft Excel and Word, as well as excellent communication and public relations skills. This position requires exceptional time management skills and the ability to work independently with little supervision.

REQUIRED QUALIFICATIONS:

1. High School Diploma or GED/Equivalent
2. Three years of relevant work experience in government administration, building trades or related field
3. Valid Illinois Driver's License and Driving Record free of any major offenses.
4. Must have proficiency in the use of Microsoft Word and Excel.
5. General computer and office skills.
6. Good math competency and skills.
7. Must perform duties with meticulous attention to detail.
8. Excellent public relations and communication skills.

PREFERRED QUALIFICATIONS:

1. Experience working in local government, zoning, planning or community development.
2. Experience reading and interpreting plats, surveys, building plans and legal descriptions.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Operate county-owned vehicle in accordance with all local, state, and federal laws.
2. Ability to walk long distances, climb gates and similar structures and lift at least 20 lbs.
3. Ability to work in harsh weather conditions.
4. Attend monthly Community Development and Zoning Committee meetings and Zoning Board of Appeals hearings. Attend any Finance, Insurance and Personnel Committee meetings and Fulton County Board meetings, as needed/requested; and any other meetings as needed/requested by the Supervisor of Assessments or relevant county board committee chairs.

5. Serves as clerk to the Zoning Board of Appeals. Staffs, records, and prepares agendas and meeting minutes for Community Development and Zoning Committee meetings and Zoning Board of Appeals hearings.
6. Provides monthly reports to the Community Development and Zoning Committee and as needed reports and information to the Zoning Board of Appeals.
7. Coordinates public hearings related to the Zoning Board of Appeals.
8. Compile relevant county ordinances and combine them into a more concise and retrievable report/document/database.
9. Work closely and cooperatively with other professionals within Fulton County including coordinating work between the Plat Officer, Recorder's Office, Assessor's Office, Health Department and the Zoning Office.
10. Conduct inspections of all permits issued and inspect areas of the County where suspected violations exist. Coordinate with the state's attorney's office to initiate actions to ensure compliance within accordance with the requirements of the Fulton County zoning ordinances.
11. Conduct final inspection/visit to complete and confirm occupancy reports.
12. Maintain applications for rezoning, conditional uses, and variances. Ensure legal notice is published, adjoining property owners, villages, townships, and school districts are notified, and copies of the applications, maps and other information is sent to members of the Fulton County Soil and Water Conservation District and Zoning Board of Appeals on a monthly basis.
13. Floodplain Management – Serve as the Floodplain Administrator. Interpret and enforce the Floodplain ordinance. Perform Floodplain inspections. Identify violations and work to correct them. In the event of a flood, perform inspections and damage assessment. Identify substantially damaged properties. Assist owners in bringing property into compliance.
14. Locate and attend training seminars and conferences to stay informed about current zoning standards. Participation in relevant statewide organizations or associations.
15. Modernize the Zoning Office forms and procedures.
16. Update the county's comprehensive plan.
17. Utilize the zoning layer information in the County's GIS system/maps.
18. Research and prepare recommendations on developing a mobile home siting ordinance and/or subdivision ordinances.
19. Provide assistance to other county employees and the public as requested.
20. Be responsive and helpful to taxpayers and other customers via email, phone or in-person.
21. Provide information on the Zoning Office function, the Zoning Ordinance, and other related topics to potential developers and community stakeholders.
22. Meet all office-imposed deadlines, as well as statutorily required deadlines.
23. All other related duties as assigned by the Supervisor of Assessments and/or the chair of the Community Development and Zoning Committee.

The position is appointed by the chair of the Fulton County Board with recommendation from the Community Development and Zoning Committee and consent from the Fulton County Board.

The salary range for this position is \$55,000-\$65,000 commensurate with experience. Benefits include health insurance, retirement benefits, and paid vacation/sick leave per Fulton County personnel manual.

[Fulton County Personnel Exchange - Fulton County \(fultoncountyil.gov\)](http://fultoncountyil.gov)

Fulton County is an Equal Employment Opportunity (EEO) Employer.