



**Code: 1298**

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

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## **CLASS TITLE: ASSISTANT ZONING ADMINISTRATOR**

### **CHARACTERISTICS OF THE CLASS**

Under supervision and in coordination with the Zoning Administrator, assists in managing and directing zoning-related: i) permit and plan review applications and inquiries; ii) inspection and enforcement powers under the Municipal Code; iii) innovative text and policy strategies; and iv) performs related duties as required

### **ESSENTIAL DUTIES**

- Directs a staff responsible in reviewing all requests, permits, and projects subject to by-right variation, special use, or planned development allowances and provides updates on project status
- Develops and monitors programs designed to improve and expand bureau services and efficiency
- Coordinates research on zoning-related best practices and advises the Zoning Administrator on zoning and land use policy proposals and recommendations
- Communicates instruction issued by the Zoning Administrator to subordinate staff and members of the general public
- Coordinates annual Zoning Bureau budget preparation
- Conducts plan/permit reviews of major construction projects and issues zoning certificates of compliance
- Reviews requests to investigate improper land use or potential zoning violations and coordinates inspections with staff from aldermanic offices and the Departments of Buildings, Law, and Business Affairs and Consumer Protection
- Monitors implementation of zoning and land use plans and policies
- Drafts zoning-related ordinances and text and map amendments, and briefs plan examiners and other Zoning Bureau staff on changes made to the zoning code
- Advises the Zoning Administrator on the issuance of cease-and-desist orders and violation notices to appropriate parties
- Reviews opinion letter requests issued on behalf of the Zoning Administrator
- Confers with public officials, contractors, and architects to provide interpretation of the requirements of the Zoning and Land Use Ordinances
- Reviews applications for the granting of exceptions to the Zoning Ordinance and makes recommendations to the Zoning Administrator
- Acts as liaison to the Committee on Zoning to provide technical assistance and ensure the preparation of required documents for public hearings on proposed Zoning Ordinance amendments
- Oversees the preparation and maintenance of the City's zoning maps
- Represents the Zoning Bureau at conferences, meetings, and to elected officials and members of the general public regarding the operations of the Zoning Bureau
- Testifies before various City review and approval bodies, such as the Committee on Zoning, the Zoning Board of Appeals, and the Chicago Plan Commission

- Acts on behalf of the Zoning Administrator in his or her absence

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Planning or a directly related field, plus seven (7) years of work experience with the Chicago Zoning Ordinance, of which two (2) years are in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training, and experience, provided that the minimum degree requirement is met

### **Licensure, Certification, or Other Qualifications**

- None

## **WORKING CONDITIONS**

- General office environment

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Personal computers and peripheral equipment (e.g., desktop computer, laptop computer, hand-held computer, computer terminals, scanner)

## **PHYSICAL REQUIREMENTS**

- No specific requirements

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Comprehensive knowledge of:

- \*Chicago Zoning and Land Use Ordinances
- \*land development practices and procedures
- \*zoning classifications, principles and concepts

Considerable knowledge of:

- \*supervisory principles, methods, practices and procedures
- \*building and site inspection procedures

Moderate knowledge of:

- \*personal computer operations and applicable software (e.g., Microsoft Office Suite)
- \*legal terminology relating to real estate

Knowledge of applicable City and department policies, procedures, rules, and regulations

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- MATHEMATICS – Use mathematics to solve problems
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- INSTRUCTING – Teach others how to do something

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- WORK WITH NUMBERS – Add, subtract, multiply, or divide quickly and correctly
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- ORGANIZE INFORMATION – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

**Other Work Requirements**

- INITIATIVE – Demonstrate willingness to take on job challenges
  - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
  - LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
  - COOPERATION – Be pleasant with others on the job and display a good-natured, cooperative attitude
  - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
July, 2022