



ZONING INVESTIGATOR **Winnebago County, IL**

Summary of responsibilities:

Under general direction of the Zoning Division Chief interprets and administers State/County zoning laws and ordinances; investigates reports of zoning violations; prepares and maintains all appropriate documentation.

Illustrative examples of work:

1. Administers and interprets zoning laws and ordinances to citizens of Winnebago County; advises citizens of methods and means of meeting zoning requirements.
2. Investigates complaints of zoning violations; does necessary research of plat books and zoning maps to determine how specific property is zoned; examines history of property for previous zoning and for any prior violations; performs follow-up activities to ensure compliance with zoning laws; completes investigation reports after on-site inspection.
3. Gathers data and photographs property which is in violation for use in court by the State's Attorney's office; testifies in court.
4. Posts signs denoting property zoning hearings.
5. Attends and may participate in all required meetings.
6. Prepares, forwards, and maintains all required activity reports.
7. Performs other related duties as required or assigned.

Position requirements:

Education Requires knowledge, skill and mental ability equivalent to the completion of four years of high school.

Experience Requires one-year professional experience in enforcement related field; requires extensive knowledge of the zoning provisions contained in the Illinois Revised Statutes and requires extensive knowledge of the Winnebago County Zoning Code.

Abilities Requires the ability to interpret and explain applicable zoning laws and ordinances; requires the ability to detect violations of laws governing zoning; requires the ability to read plat maps; requires the ability to prepare and maintain appropriate records and files; requires the ability to communicate effectively both verbally and in written reports and requires the ability to establish and maintain satisfactory working relationships with staff members and the general public.

Starting salary is +/- \$29,515 per year inclusive of medical and dental benefits, IMRF pension, paid sick, personal, vacation and 12 holidays.

Interested applicants, please send a cover letter, resume and 3 work references by October 20, 2017 to:

Winnebago County Human Resources
ATTN: Zoning Investigator Position
404 Elm Street - Rm. 220
Rockford, IL 61101
Email: hr@wincoil.us

P: 815/319-4285
F: 815/319-4286

Applicants may also apply at the following webpage:
<https://my.wincoil.us/MSS/employmentopportunities/default.aspx>