



Code: 1299

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

CLASS TITLE: CHIEF ZONING PLAN EXAMINER

CHARACTERISTICS OF THE CLASS

Under general supervision, the class is managerial in nature, directing the examination of construction plans and the review of applications for building permits, certificates of occupancy and business licenses for compliance with the Chicago Zoning and Landscape Ordinances, and performs related duties as required

ESSENTIAL DUTIES

- Assigns, supervises and reviews the work of staff performing supervisory and plan review functions
- Develops work policies and procedures to ensure quality, efficiency and effectiveness of division operations
- Develops and implements work standards and conducts staff performance evaluations
- Oversees the review and approval of building permit applications and certificates of occupancy
- Ensures the timely forwarding of applications to city departments for review and compliance with planned development projects or special certification or licensing requirements
- Attends zoning compliance meetings with developers, contractors, architects and attorneys to discuss compliance issues and alternatives
- Directs the issuance of zoning certificates of compliance
- Reviews zoning exception requests and grants minor exceptions that will not negatively impact surrounding buildings
- Ensures inquiries and complaints received from the public are addressed in a timely fashion
- Researches zoning changes and assists in preparing ordinances to introduce zoning amendments to the City Council
- Supervises the maintenance of records and the preparation of reports on the divisions activities
- Performs administrative duties in the absence of the Assistant Zoning Administrator
- Represents the department at public forums and community events to discuss department initiatives and programs
- Assists staff in the review of complex building permit applications.

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

- Five years of work experience in the review and evaluation of legal descriptions of property and construction or building plans; or an equivalent combination of education, training, and experience

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 Ordinance
- *zoning classifications, principles and concepts
- *survey plats and deed restrictions
- *construction plan and architectural drawing review

Considerable knowledge of:

- *supervisory principles, methods, practices and procedures

Moderate knowledge of:

- *Personal computer operations and applicable software (e.g. Microsoft Office Suite)

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

Other knowledge as required for successful performance in the Supervising Zoning Plan Examiner class

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

Other skills as required for successful performance in the Supervising Zoning Plan Examiner class

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 abilities as required for successful performance in the Supervising Zoning Plan Examiner class

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

Other characteristics as required for successful performance in the Supervising Zoning Plan Examiner class

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.