



Posted: 4/14/25

## Position Recruitment Notification For Internal & External Candidates

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**Job Classification:** Zoning Administrator

**Department/Division:** Development Services  
**Employment Status:** Full-time  
**Annual Salary/Grade:** \$60,078.75 - \$90,675.56/Grade 11  
**Anticipated Hiring Range:** \$30.81/hr. - \$38.65/hr. +/- DOQ  
**FLSA:** Non-Exempt  
**Union:** SEIU Local 73  
**Employment Commission:** N/A

**Deadline for Application:** Posted until filled, first review April 28, 2025

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### POSITION SUMMARY:

The Zoning Administrator will assist in plan reviews relative to requests for land use changes and property development and will process zoning ordinance and sign code variation applications, special use permit applications and proposals for sign code text amendments through the Zoning Board of Appeals; to ensure compliance with applicable zoning and sign regulations throughout the Village; to maintain Village Zoning Maps; and to provide information for use by the Zoning Board of Appeals. This position is within the Planning and Urban Design division of Development Services and reports directly to the Planning and Urban Design Manager / Village Planner.

### INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=704899149>

For additional information on the position visit our website at <http://www.oak-park.us/jobs>.

Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [jobs@oak-park.us](mailto:jobs@oak-park.us); or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package including but not limited to a retirement plan, deferred compensation program, social security, medical, dental, vision & life insurance, flexible spending accounts, vacation and sick leave.

**A COPY OF THE POSITION DESCRIPTION IS ATTACHED**

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



## ZONING ADMINISTRATOR

**Union:** SEIU

**FLSA:** Non-exempt

**Pay Grade:** 11

**Hours:** 37.5 per week

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To assist in review and to inspect properties for requests for zoning changes, variances, conditional uses and proposals for ordinance amendments; to ensure compliance with applicable zoning ordinances throughout the Village; to maintain Village Zoning Maps; and to provide information for use by the Zoning Board of Appeals and the Design Review Commission.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director's designee.

**EXAMPLES OF DUTIES** - Essential and other important duties and responsibilities may include, but are not limited to, the following:

#### **Essential duties and responsibilities**

1. Assist in preliminary inspection of plans/drawings and proposals for new construction, additions and alterations to residential, commercial and industrial properties, proposed change of uses, prior to permit application, to determine compliance with the provisions of zoning and land use ordinances and regulations.
2. Assist in inspecting plans and specifications for new construction, additions and alterations to residential, commercial and industrial properties, proposed change of uses, pursuant to permit application, to determine compliance with the provisions of zoning and land use ordinances and regulations.
3. Assist in inspecting building permit applications to ensure compliance with zoning ordinances; assist in referencing applications with property index numbers.
4. Confer with architects, contractors, builders, and the general public in the field and in office explaining requirements and restrictions.
5. Review foundation, concrete, steel, masonry, wood construction, framing, plastering and routine building structural system elements with respect to zoning setback requirements.



## ZONING ADMINISTRATOR

6. Inspect property for which permit applications have been submitted; verify compliance with proposed property usage and, document zoning inspection activities and findings.
7. Assist the appropriate Village Officers with hearings to resolve enforcement problems; prepare case reports for court or administrative proceedings; testify in court and at administrative proceedings as necessary.
8. Review, approve or deny business license applications; inspect businesses to ensure that valid licenses and proper supporting documents are displayed.
9. Provides information to the secretary of the Zoning Board of Appeals and Design Review Commission; write letters and reports; answer telephones as needed.
10. Maintain files and draft reports for review by immediate supervisor; prepare and submit an annual report to the Department Director and the Plan Commission on the administration and enforcement of the Zoning Ordinance, setting forth such statistical data and information as may be of interest and value in advancing and furthering the purpose of the Zoning Ordinance.
11. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of zoning inspection.
12. Perform related duties and responsibilities as required - including but not limited to Site Plan and zoning reviews and inspections for premise signs and non-premise signs; generate a work schedule for proactive enforcement of the Zoning Ordinance for all sites, and interface into Department's database.

### **Other important responsibilities and duties:**

1. Receive and process applications for Certificates of Zoning Compliance for buildings, structures or additions thereto for which building permits are required.
2. Receive and process applications for Certificates of Zoning Compliance made apart from applications for building permits.
3. Receive written complaints from any person(s) alleging with particularity a violation of the Zoning Ordinance; Respond to and investigate all verbal and written complaints related to zoning violations and zoning compliance; take appropriate actions including but not limited to interviewing complainants/witnesses, taking photographs documenting facts and findings, and send letters explaining violations and such necessary remedial actions required.
4. Maintain in current status, the Village's Official Zoning Map and other cartographic records related to land use and property identification.



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5. Maintain permanent and current records required by the Zoning Ordinance - including but not limited to Certificates of Zoning Compliance, Zoning Inspections, official actions on appeals, variations, amendments and special uses.

### QUALIFICATIONS

#### Knowledge of:

- Applicable Village, State, and Federal codes, ordinances, and regulations related to building and zoning requirements.
- Courtroom procedures.
- Methods and techniques of conflict resolution.
- Operation, services and activities of a building inspection and plans examining program.
- Principles of supervision, training and performance evaluation.
- Building related codes and ordinances enforced by the Village, including the uniform building, electrical, plumbing, mechanical and zoning codes.
- Principles and techniques of building inspection and plans examining work.
- Principles of structural design and engineering mathematics.
- Pertinent Federal, State and local laws, codes and regulations.
- Major types of building construction, materials and methods. Basic computer functions and techniques.
- Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.



Ability to:

- Read and interpret complex building blueprints, plans or drawings.
- Determine if building designs conform to Village code requirements.
- Apply technical knowledge and follow proper inspection techniques to examine site layout and detect deviations from plans, regulations and standard design practices.
- Advise on standard zoning requirements for residential, commercial and industrial buildings.
- Make mathematical computations rapidly and accurately. Enforce necessary regulations with firmness and tact.
- Interpret and enforce applicable Village, State, and Federal codes, ordinances, and regulations related to zoning and nuisance issues.
- Enforce proper zoning, nuisance, health and safety requirements. Work with diverse cultural and socio-economic groups.
- Effectively use office software applications including Microsoft office applications and other geographic or land application software.
- Compile and collect survey data. Operate modern office equipment.
- Work independently in the absence of supervision. Communicate clearly and concisely, both orally and in writing.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time



- Operating assigned equipment.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment

### **Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Two years of responsible code enforcement experience.

**Training:** Equivalent to the completion of the twelfth grade supplemented by specialized training in planning, or zoning, geography, architecture, engineering or a related field.

**License or Certificate:** Possession of a valid driver's license or ability to obtain an appropriate valid driver's license.

### **WORKING CONDITIONS**

Work in office and inspection site environments; exposure to dust and noise; some climbing, stooping, light lifting and inspecting in confined areas.

### **Diversity Equity & Inclusion Statement**

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.