



Village of Shiloh

POSITION DESCRIPTION

POSITION TITLE: Building & Zoning Director

DEPARTMENT: Building and Zoning Department

Salaried Position / Exempt / Non-Union

REPORTING RELATIONSHIPS

POSITION SUPERVISED BY:

Mayor

Village Administrator

POSITION PURPOSE

This position will coordinate all commercial developmental plans, residential plan reviews, and Building and Zoning-related matters with the Village Board of Trustees and Village Planning Commission as outlined in the Shiloh Village Code. The Building and Zoning Officer shall work closely with all other Village Departments to ensure the Village mission's accomplishment. An additional responsibility will be to oversee the Code Enforcement department, which handles occupancy inspections and code violations.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Enforce all the provisions of the Building Code and act on any questions relative to the mode or manner of construction and materials to be used in the erection, alteration, repair, removal, and demolition of buildings.

Receive applications and issue permits for the erection and alteration of buildings and structures, inspect the premises for which such permits have been issued, and enforce compliance with provisions of the Building Code.

Shall issue all necessary notices to ensure compliance with the provisions of the Building Code. Shall make all required inspections or accept reports of inspections by approved agencies or individuals.

Help keep records of applications received, permits and certificates issued, fees collected, and ensure all the required inspections have been done.

Plans, organizes, and directs all Building and Zoning Department activities. This includes the assignment, coordination, review, and evaluation of the work of department personnel. Conducts or coordinates special studies related to planning and zoning.

Serves as the principal representative of the Village in coordination with the county on planning matters within the urban area. Implements goals, objectives, and policies of the Village Comprehensive Plan and provides long-range guidance to the Village Board of Trustees by recommending and formulating amendments to the Comprehensive Plan.

Serves as the principal representative for Economic Development.

Seeks & handles Annexations of properties contiguous to the Village.

Assumes responsibility for related duties as required or assigned by the Mayor or the Village Administrator.

Reviews and recommends changes/additions to the Village building and zoning ordinances; cooperates with the Planning Commission in writing, revising, and updating the Comprehensive Plan and zoning codes; and coordinates planning input from other department heads and consultants.

Organizes and implements effective, trackable procedures for reviewing and processing approved and projected development plans and construction to assure compliance with Village building codes and supplements, zoning ordinances, environmental laws and regulations, and other regulatory requirements.

Reviews land-use and development applications and recommends disposition to appropriate committees, commissions, and the Village Board of Trustees.

Ensures that all aspects of Shiloh's Codes are enforced and all Department files are appropriately maintained with good communication between the Village, outside vendors, and residents.

Some evening meetings are expected.

Degree in related field & 5 years' experience preferred.