

Mercer County Zoning Officer – Part-time position

Duties and Responsibilities include:

Responsible for enforcing the Mercer County Zoning Ordinance

Responsible for collecting, depositing, and maintaining and accurate accounting of all fees for zoning activities

Maintain accurate accounting of annual zoning budget

Issue Building Permits, working closely with road commissioners, highway department and health department personnel, Township Assessors, builders, contractors

Facilitate process for obtaining a variance when needed

Rezone properties/according to Mercer County Zoning Ordinances, working with Aledo Times Record, Soil and Water Conservation District, surveyors, property owners, attorneys, and realtors as appropriate

Manage and facilitate any updates to the Zoning Ordinance in compliance with appropriate laws

Answer phone calls, perform on-site visits (measure property)

Obtain information for cases in the Recorder's Office and Assessments Office by searching info on the property record card, GIS system, deeds, surveys

Knowledge of parcel numbers – Section, Township and Range, Quarter Section

Knowledge of Microsoft Word, Excel, Outlook

Prepare for Zoning Board meeting – type and post agendas, copy application with attached map, surveys, soil and water report, proof of publication in the Times Record - send packet to the Zoning Board and Zoning Committee members by the appropriate deadlines, ensure security will be in place, attend Zoning Board Meeting held the 3rd Thursday evening of every month, take/type/post minutes, ensure appropriate documents come before the County Board for approval, return signed documents to property owner or attorney.

Facilitate requests for Conditional Use Permits and collect fees

Follow up on nuisance complaints aiming for resolution, working with the State's Attorney when necessary

Maintain required certification in FOIA and Open Meetings Act training for Zoning purposes

Assist Supervisor of Assessments office with daily tasks

Expected Hours: M-F 9 AM to 3 PM (w/1 hour lunch); **Starting hourly wage:** \$11.07

Send resume to: Mercer County Clerk, 100 SE 3rd Street, Aledo, IL 61231, by Friday, June 21, 2019.