

Madison County Planning and Development Administrator

Madison County, IL (population 268,000) is seeking applications from qualified individuals for the position of Planning and Development Administrator. The job description and additional information is presented below.

Confidential resume, Madison County employment application and cover letter should be either mailed or submitted electronically to the below address.

The salary for this position is based on qualifications and experience and includes an excellent fringe benefit package.

Joseph D. Parente
Director of Administration
Madison County Administration Building
157 North Main Street, Suite 165
Edwardsville, IL 62025
jdparente@co.madison.il.us

The position will remain open until filled.

DATE: February, 2010

TITLE: Planning & Development Administrator
(Planning & Development)

GENERAL STATEMENT OF DUTIES:

Responsible for the administration and operation of the County's Planning and Development Department; involves land use planning, storm water management planning, solid waste planning, environmental sustainability programs, and code enforcement activities including Building Code, Zoning, Subdivision, Storm water, Property Maintenance, and Landfill and Sanitation Ordinances.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- manages staff (24 FTE'S) and work activities in accordance with county ordinances including the building code, zoning ordinance, property maintenance code, storm water and erosion control ordinance, landfill and sanitation ordinance, weed ordinance, residential recycling ordinance, and subdivision control ordinance
- maintains and updates the Madison County Comprehensive Land Use and Resource Management Plan.
- maintains reports, studies and statistics regarding various planning disciplines
- recommends the adoption of county ordinances concerning regulations of land development throughout the county

- facilitates and cooperates with joint county-municipal planning efforts that including corridor plans, transportation, green space, boundary agreements, storm water issues and emergency preparedness coordination
- represents the county on regional issues such current activities associated with the SW IL Levee Restoration project and the 2010 Census outreach
- operates a state certified Environmental Laboratory for the testing of public and private drinking water and treated sewage effluent.
- administers a comprehensive solid waste management and education program including the residential, commercial and school recycling programs
- manages programs associated with environmental sustainability including green practices, energy efficiency, watershed planning and preserving environmentally sensitive areas of the county
- supervises management staff, professional staff, inspectors, secretaries/bookkeeper; provides management oversight on departmental activities such as the examination and issuance of building permits, zoning, code enforcement, inspections, development site plan review, and legal action associated with enforcement
- supervises regulation of landfills, checks illegal dumping, enforces open burning laws; oversees inspection of sewage disposal system violations and as requested for V.A. and F.H.A. loans; oversees inspections and issuance of citations for blighted private property; oversees sampling of suspected polluted water bodies
- receives and refers inquiries, provides information/advice to various external individuals/groups and County departments/ personnel
- performs direct hiring, discipline and terminations, performance evaluations and training; performs general overview of selected tasks/projects; supervises and directs work activities develops, defines and implements policies/procedures
- attends related meetings and conferences; acts as secretary to the Zoning Board of Appeals
- prepares, proposes and monitors departmental budgets
- performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

SUPERVISION RECEIVED:

Supervision is provided by the County Director of Administration and the Planning and Development Committee.

MINIMUM QUALIFICATIONS:

A bachelor's degree in City Planning or Public Administration and at least six years of progressively responsible management experience. A Master's Degree and AICP Certification are preferred.

Residency: Must become a resident of Madison County within six (6) months of appointment and shall maintain residency during term of appointment.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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