

**CITY OF AURORA  
JOB DESCRIPTION**

**JOB CODE:**  
**SALARY GRADE:** 15  
**EFFECTIVE:** 09/20/2017

**DIRECTOR OF ZONING AND PLANNING**

**Definition**

Under direction of the Chief Development Services Officer, the Director of Zoning and Planning coordinates, supervises and directs the professional and technical operations of the Zoning and Planning Division.

**Equipment/Job Location**

Operates a variety of office equipment including but not limited to computers, telephones, copiers, cameras, printers, and microfiche readers. Requires employee to remain seated or standing for extended periods of time. Requires the use of an automobile to collect field data. Duties shall be performed in various office and field settings.

**Essential Functions of the Job**

1. Responsible for the administration of the division.
2. Serves as the Zoning Administrator for the City of Aurora.
3. Oversees processing and evaluating Land Use Petitions including, but not limited to, rezoning, special uses, planned developments, variances, and annexations, and all other development proposals.
4. Oversees review and evaluation of permit applications for zoning, land use, sign, certificate of appropriateness, and building for compliance with applicable ordinances.
5. Oversees review of zoning regulations as applied to licenses including but not limited to liquor, tobacco, amusement, hotel, tattoo, and Secretary of State vehicle business licenses.
6. Updates and communicates necessary changes for the division's internal and external web pages.
7. Oversees the administration of staff performance evaluations.
8. Supervises all division staff, either directly or indirectly through senior staff
9. Develops division goals, objectives, policies and procedures for the division and its subdivision.
10. Responsible for preparing division operating budget.

11. Reports to City Council and other entities on the condition of the City and about any trends, events, or emerging issues as it pertains to the Planning and Zoning Division.
12. Represents the organization on regional/local boards.
13. Oversees the maintenance and implementation of the Comprehensive Land Use/Transportation Plan and physical development and other long range planning projects.
14. Oversees the enforcement of the zoning ordinance, sign ordinance, subdivision control ordinance, Historic District and Landmark Guidelines, FoxWalk Overlay District Design Guidelines, and hotel licensing ordinance.
15. Oversees the promotion of preservation and neighborhood conservation within the City, including landmark, conservation and historic district nomination review, and administration of Certificates of Appropriateness review process.
16. Develops and reviews division reports, presentations, agreements, request for qualification/proposals, code amendments, and professional contracts.
17. Evaluates planning-related legislation and applicability to projects.
18. Evaluates proposals for planning and zoning related consulting services.
19. Performs other duties as assigned.

### **Required Knowledge and Abilities**

Requires thorough knowledge of the principles and practices of zoning.

Requires thorough knowledge of land-use concepts.

Requires sound knowledge of the principles and practices of municipal administration, management, and finance.

Requires ability to promote effective working relationships with employees, public officials, other professionals, and the general public.

Requires ability to interpret various types of maps and plan documents such as but not limited to topographic, street, and site design drawings.

Requires ability to provide technical guidance on specific development proposals.

Requires ability to work within the computer software environment utilized by the City.

Requires a valid driver's license.

### **Qualifications for Hire**

Bachelors Degree in Urban Planning or related field plus at least six years of professional planning/zoning experience in a municipal/county setting.

At least five years of progressive supervisory experience.

Valid Illinois Class D driver license.