

COUNTY OF KANE

DEPARTMENT OF HUMAN
RESOURCE MANAGEMENT



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JOB POSTING **July 2, 2018**

KANE COUNTY JOB DESCRIPTION **ENVIRONMENTAL AND WATER RESOURCES DIVISION**

JOB TITLE: Director of Environmental and Water Resources Division
PAY GRADE: \$86,000 - \$98,000 DOQ
FLSA: Exempt 35 HRS/WK

GENERAL SUMMARY:

Direct and manage the Division of Environmental and Water Resources

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Establish Divisional goals, objectives, and operating procedures.
- Develop budgets and oversee budget monitoring.
- Provide planning, organization, management, leadership, and communication of strategic initiatives.
- Approve, prioritize, and control projects and project portfolios.
- Develop business case justifications and cost-benefit analyses of spending and initiatives.
- Facilitate communication between the County Board Chairman, County Board members, elected officials, staff, management, vendors, and members of the public.
- Hire, promote, and discipline subordinates with consent of the Environmental Director; review and evaluate employees' performance; exercise authority for personnel actions consistent with County personnel rules, and all other applicable rules and regulations, to effectively and efficiently operate the Division.
- Designated Kane County Plat Officer responsible for implementation of the Kane County Subdivision Ordinance.
- Designated Kane County Stormwater Director and Administrator responsible for the administration and enforcement of the Kane County Stormwater Management Ordinance.
- Direct and manage the Environmental Resources Division which is in part responsible for implementing the Kane County Subdivision Ordinance, the Kane County Stormwater Ordinance, the Kane County Stormwater Management Plan, the Kane County Solid Waste Plan, and the Kane County Operational Sustainability Plan. The Division also oversees management of Settler's Hill landfill, and administration of the Solid Waste Ordinances of the Kane County Code. Staff within the Division administers the Kane County Recycling Program including Household Hazardous Waste, Electronics Recycling, and also the Energy Efficiency program. Staff also provides expertise and resources for the Kane County Energy and Environmental

Committee. The Division works closely with other County Committees and Departments involving environmental concerns.

- Direct the Water Resources Division which is in part responsible for administering the Kane County Stormwater Ordinance for unincorporated Kane County and non-certified municipalities. The Division carries out Ordinance enforcement and issues stormwater permits to prevent flooding and other stormwater related problems. The Division directs the Cost Share-Drainage program to reduce flooding in developed areas of unincorporated Kane County through annual programming, budgeting, and construction of drainage improvement projects. The Cost-Share Drainage program administration also involves strategizing, coordinating, and negotiating with municipalities, drainage districts, township road districts, wastewater reclamation districts, developers, private property owners, the Forest Preserve District and the Division of Transportation. The Division manages the Kane County Water Supply Planning program to protect existing water resources and find additional water supplies for the County's growing population.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Extensive knowledge of the Divisions typical workloads, applicable regulations, staffing requirements, and connections with other Kane County Departments or Divisions.
- Ability to work closely with other County Offices and Departments as well as municipal and village leaders within Kane County
- Working knowledge of the principles and practices of supervision, including interviewing; hiring; training; assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Proficient in the use of a personal computer including the use of Microsoft Word, Outlook, Excel, and Power Point, and other programs and software.
- Ability to apply appropriate county procedures and policies to Division activities.
- Ability to effectively communicate, both orally and in writing, with elected officials, the public, other professionals, co-workers and staff.
- Education
 - Required: Bachelor of Science in Civil or Environmental Engineering or Environmental Resources related field
- Experience: Ten or more years of progressively responsible professional environmental resources related field experience are required, with at least five years' experience in one of the following areas: site development engineering, public works management, water resources engineering, environmental engineering, or a related field.
- Valid Illinois driver's license.

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS:

- Office work, including sitting, standing, walking and keyboard work; field work, including driving car; lift up to 40 lbs (manhole lids); dig small holes; walk hilly terrain, farmland, woodland, shallow creeks-wetlands-flooded areas.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

- Office environment; work outdoors all four seasons of the year.

REPORTING RELATIONSHIPS:

- Reports to: Kane County Board Chairman, along with the Development, and Energy and Environment Committees of the Kane County Board

- Directs Work of: Environmental and Water Resources divisional staff (7 people)

BLOODBORNE PATHOGEN RISK: None

APPROVAL AND DATES:

Name (Dept. Head/Elected Official)	Title	Date
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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The principal duties and responsibilities enumerated are all essential job functions except for those that begin with the word “may.”

Application Deadline: Until Filled

**Send Kane County Employment Application, cover letter, resume and references to:
Kane County Department of Human Resource Management
719 S. Batavia Ave, Room 312
Geneva, IL 60134**

Email: hrmcorrespondence@co.kane.il.us

Download employment application and EEO Form at: www.countyofkane.org

Applicants must submit to a criminal background check.

EEO Employer/Program.