

SEEKING COUNTY CODE ADMINISTRATOR:

Jersey County Government located in Jerseyville Illinois, seeks a full time Code Administrator to enforce local and state codes, do inspections on construction, implement the Hazard Mitigation Plan, monitor the flood plain, and administer the County Code Office.

A more detailed job description is available on the website at www.jerseycounty-il.gov or at the Jersey County Board Office located on the second floor of the Jersey County Government Building. The address is 200 N. Lafayette Street, Suite 3, Jerseyville, IL 62052.

Applications and Resumes are to be returned to the Board Office by August 7, 2026 no later than 4:00pm. Candidates may call the board office at 618-498-5571 ext. 101 with any additional questions and speak to the board secretary, Kelley Ingram.

Jersey County Code Administrator & Floodplain Coordinator Administrative Daily Duties

The position of the County Code Administrator is that of an appointed Official of the County and a Department Head to the staff in the office. The Code official must have the ability to define the meaning of each provision of a code, rather it be a building code or a state code and can answer questions regarding the same. The current Code Administrator serves on committees of other stakeholders. The Code official may also be called to testify in court to support environmental citations or other cited violations. He or she is responsible for the training and supervision of office staff.

The office is diverse and provides a multitude of services to the public; and in the best interest of the county. There are basically four different divisions to the Code Administrator office, Building division, Floodplain & Stormwater division, Subdivisions, and Environmental.

The fees collected through permitting and other miscellaneous fees are distributed on a 70/30 basis. The General Fund receives 70% and the Code office retains 30%. The retain funds are deposited into an Automated Account under different Fund numbers and can be utilized to purchase a code vehicle or other needed equipment thus saving the taxpayers money. The Stormwater Management funds can be used to solve runoff, erosion or sediment issues within the County.

The position of the Code Administrator requires special knowledge of building codes for residential and commercial construction and must be capable of performing inspections of the same. The roll of the inspector is to advise the contractor or homeowner. Continuing education credits are a requirement. Good public relations are a must as the Department Head and staff are in constant contact with the public and various stakeholders.

The department actively seeks grant funding for various projects that benefit the taxpayers and provides for the health and safety of the public. The Code Administrator authors the grants for submission and when funding is approved, the Administrator staff is responsible for monitoring, following the grant guidelines, quarterly reporting, payouts and grant closeouts. Additional documentation includes preparation of bid packets and agreements. Additionally, the office also searches funding availability for other county offices as well.

In addition, the office is responsible for the monitoring of 39,000 acres of the county's designated floodplain. Consistency with the regulations for floodplain management per the NFIP, FEMA, IDNR must be adhered to while enforcing the county's floodplain ordinance. The Administrator will be required to become a Certified Floodplain Manager. The position also requires supervision over resolving nuisance situations that pertain to the adopted ordinance. The following is a sample listing of daily duties performed and/or required in the office. Each day there are numerous activities performed and information supplied not only to the public but to the other offices as well.

Floodplain

- Community Outreach Projects (required through CRS),
- Provide NFIP information to the public,
- Design brochures for public mailing (required through CRS),
- Prepare reports to FEMA (required),
- Excellent knowledge of the Geological Information System (GIS),
- Updating structure files in GIS and scanning documents into the electronic files,
- PowerPoint Presentations,
- Seek out grant funding for mitigation projects and Plan update,

- Depository for Elevation Certificates and Flood Maps,
- Maintain a working relationship with the Corps of Engineers, FEMA, IEMA, and IDNR, NFIP & State Floodplain Coordinator,
- Maintain Floodplain files by tracking substantial damages or improvements to structures located in a designated floodplain,
- Mitigation of Repetitive Loss structures,
- Keeping track of Repetitive Loss structures,
- Knowledge of National Floodplain Insurance Program (NFIP),
- Inspect all Flood Elevation Certificates for accuracy,
- Monthly inspections of the Jersey County Floodplain for possible violations,
- Occupancy Permits inspections on cabin located on Corps ground when leases are transferred to new owners,
- Advise new cabin owners or residents in the floodplain of floodplain regulations,
- Advise USACE contacts of any violations,
- Assist in LOMA preparation,
- Tracking of river levels,
- Provide retrofitting advice,
- Prepare Floodplain maps using GIS,
- Provide information to FEMA in Washington DC through phone contact,
- Provide information to IDNR & Corp of Engineers through phone contact,
- Work closely with realtors and insurance companies with floodplain information,
- Required to attend workshops and conferences to earn continuing education credits to maintain required certification,
- Annual report to the County Board consisting of Community Rating Service, Hazard Mitigation meetings and updates. and Substantial Damage Plan,
- Attend webinars.

Stormwater Drainage, Erosion & Sediment Plans and Permitting

- Preserve the natural characteristics of stream corridors to manage stormwater runoff,
- Require a Stormwater Drainage Plan if any new development, land disturbing activity, such as clearing, grading, stripping, excavation or fill that affects an area of 10,000 sq. ft. or more,
- Require a Stormwater Drainage Plan if any land disturbing activity is within 100 feet of a river, lake, pond, stream, sinkhole, or wetland and is new development or land disturbing over 10,000 sq ft.,
- Work with Soil & Water Conservation Dept. and the County Highway Engineer,
- Require a Drainage Plan and a NPDES permit if over an acre of disturbance.

Jersey County Multi-Hazard Mitigation Plan

Every state in the union is required to have a Multi-Hazard Mitigation Plan and the counties and its communities must also adopt a Plan. This is a requirement of the federal government to receive federal funds through grants. The Plans are required to be updated every 5 years and documentation of the progress over those 5 years must be updated. The Code Administrator office is responsible for the coordination of the Plan and encouraging the participation of municipalities to offer goals for their community to mitigate unsafe conditions and find ways to improve the infrastructure to avoid loss of property and life. The public is asked to participate in the public meetings to offer their thoughts as to what natural hazards should be given priority to whether it is tornadoes, ice storms, drought, heavy snow storms, high winds or earthquakes. Once the Plan is completed it is then submitted to IL Emergency Management Agency for their approval and subsequent

forwarding of the Plan to FEMA for final approval. All participants must formally adopt the finished Plan by Resolution.

Building Permitting and Ordinances

- Learn DevNet Software,
- Be familiar with the current adopted building codes and future updates in addition to the State of IL adopted codes, this includes extensive research for existing and new ordinances,
- Meet with appropriate sub-committees of the county board for project approval and subsequent full county board approval,
- Design the offices documents and forms,
- Issues building permits for residential, commercial, agriculture, manufactured homes, cell towers, decks, billboards, signs, garages, pole barns, accessory buildings, additions, floodplain and solar farms,
- Design electronic applications on the county website for public convenience,
- Review Soil & Water report and other agencies reports,
- Prepare "Public Notice" for publication in newspapers,
- Answer questions by phone and walk- ins regarding building codes,
- Assist staff with office duties,
- Update permit logs and fax monthly to state inspector and census,
- Construction Plan Reviews,
- Knowledge of IL Energy Code including the ComCheck & ResCheck Software,
- Conduct 10 point inspections for new construction.

Land Subdivision

- Must have understanding of the IL Plat Act and the exemptions,
- Must have full comprehensive knowledge of "The Land Subdivision Ordinance of Jersey County, Illinois",
- Must be able to understand legals and read a Plat,
- Works with the Subdivision and Land Use Committee, County Engineer, Soil & Water Conservation, Jersey County Health Department and 9-1-1 office.

Environmental Complaints

- Take all complaints in person or by phone seriously and with courtesy,
- Complete an on-site inspection from roadway and process pictures of site, property record card and aerial view,
- Track down property owner and send letter outlining the violations and give reasonable time to comply.
- Try to work with landowner to resolve issues, however if the owner is non-cooperative then after 3rd Certified notice and Citation may be issued,
- Make sure staff updates files and nuisance layer in DevNet and GIS,
- All conversations must be documented and file updated,
- Work closely with State Attorney if further action is required.

GIS

- Locate property and prepare aerial maps for public and office use,
- Provide plotting data,

- Prepare maps for railroads, cellular tower companies, utility companies, municipalities and Jersey Co. Government offices,
- Prepare new layers for GIS files,
- Make sure staff has updated the Attributes Table for building permits, nuisance, and floodplain layers,
- Monitor the floodplain water depth through GIS.

Miscellaneous

Community Rating Service (CRS) and Building Code Effectiveness Grading Schedule (BCEGS)

The Unincorporated County is a member of the CRS, a national program developed by FEMA. For those communities that go above and beyond the minimum requirements of the NFIP will earn credits which translates into CRS classifications that result in insurance premium reductions. The county is currently a class 5 in the State of IL. There are only 6 class 5 communities in the state. We are audited annually through electronic submission and every 5 years an in-house audit is completed.

The Insured Services Office (ISO) helps distinguish amongst communities with effective building-code adoption and enforcement through a comprehensive program called the Building Code Effectiveness Grading Schedule or BSEGS. Communities with up to date codes demonstrate better loss experience, and their citizen's insurance rates can reflect that. Every 5 years the office is audited and currently we are a class 4 fire rating in residential and commercial.

Buyout Properties – leases

Leases expire every 5 years on the 31st of March. Send out renewal information in February and when you receive the leases back fully executed be sure to record them.

Buyout layer must be updated on GIS (this is to be done anytime there are any changes in addresses or ownership, etc.). All new information is to be scanned into the buyout folders for each lot and then placed in the Buyout Book. The buyout/purchased property reports must be kept up to date. When the county obtains ownership through a Tax Deed, Quit Claim, or Judicial Deed of property that is located in the floodplain it may be leased out with same restrictions as buyout properties. **Be sure that the Restrictions are recorded with the Deeds**

Changes effecting web page

If there are any changes, such as office times, telephone #'s, or any other possible changes make sure that the web page reflects the changes and the documents that are on your page. They must be corrected and sent to IT person.