



## VILLAGE OF ITASCA

ACCEPTING APPLICATIONS FOR

### **Full-Time Permit Technician**

The Village of Itasca seeks a motivated team player to fill the position of Community Development Permit Technician. The Permit Technician serves as the primary contact for building permit applicants, ensuring permits are promptly entered into the Village tracking systems and routed to the appropriate staff for timely review, compiling review comments and providing review letters to applicants, managing resubmittals and subsequent revised comments, and monitoring the status of permit applications, issuance, and expiration. This position assists the Community Development Director in completing research and reports on permit and inspection activity; coordinating and processing of payments and invoices; serves as the Department's Freedom of Information Act (FOIA) coordinator. The individual in this position is expected to provide exceptional customer service with a positive attitude when serving both external and internal customers while meeting the Village's goals for prompt, accurate, and courteous customer interactions.

Qualified individuals must possess:

- High school degree or equivalent; Associates' degree in related field preferred.
- Minimum two years' experience in direct customer service position, preferably in Community Development Department or municipal setting.
- Minimum 6 months' experience with cashiering or cash handling position.
- Proficiency with Microsoft Office and database products.
- Ability to obtain International Code Council (ICC) Permit Technician certification within 18 months of hire date.
- Valid drivers' license with good driving record.

Salary Hiring Range: \$ 48,000 - \$56,526 DOQ. Excellent benefit package provided.

Interested candidates should submit employment application, resume and cover letter to Human Resources at [itascahr@itasca.com](mailto:itascahr@itasca.com). Employment applications can be downloaded from the Village website: <http://itasca.com/jobs.aspx>. Applications will be accepted until filled, with a first review to occur on Tuesday August 25, 2020.

Candidates must be at least 18 years of age. The successful candidate will be expected to pass a drug/alcohol screening, physical and background check upon offer of employment.

**Village of Itasca is an Equal Employment Opportunity Employer**