



## **BUILDING & INSPECTIONAL SERVICES MANAGER – POSITION ANNOUNCEMENT**

The Village of La Grange is seeking a Building & Inspectional Services Manager to oversee construction permitting and code enforcement. La Grange is a vibrant community, with established residential neighborhoods surrounding a thriving downtown district, home to over 16,000 residents and 400 licensed businesses. The Community Development Department plays a critical role in continued community preservation and growth, issuing an average of 1,000 building permits each year, including 10-12 new single-family homes and 15-20 new businesses annually. Several new commercial developments are currently in the early phases of permitting, providing the next Building & Inspectional Services Manager an opportunity to make an immediate impact in the community.

Under the supervision of the Deputy Village Manager/Community Development Director, the Building & Inspectional Services Manager oversees all aspects of development permitting services, including the supervision of three full-time staff and five consultants. The next incumbent will have the benefit of building on recent department successes in code modernization, process improvement, digitization, and records management to further refine the department's service delivery model.

The Building and Inspectional Services Manager is a critical part of the Community Development team, working closely with the Deputy Village Manager/Community Development Director, Village Planner, leaders in other Village Departments, and outside consultants to ensure the Village's development services are efficient and effective. Duties include oversight of building regulations, and related engineering, zoning, and property maintenance code requirements, serving as a central resource for interpreting and applying local ordinances and building codes, and overseeing the Village's health inspection program.

The Building & Inspectional Services Manager interacts with various constituent groups, necessitating a customer service-oriented approach. Ideal candidates should have strong project management and supervisory skills. A creative approach to problem solving will help the chosen candidate succeed in this role.

Minimum qualifications include a Bachelor's degree from an accredited four-year college or university with major course work in either a construction-related field such as engineering or construction management, or a management-related field such as public or business administration. Relevant ICC certifications for commercial and residential plan review and inspection required; Certified Building Official certification preferred. Six (6) years of progressively responsible experience as a Building Official, Plans Examiner, or Building Inspector is required; supervisory experience preferred. Equivalent combination of education and experience will be considered. Familiarity with OpenGov and BlueBeam software preferred, but not required.

The salary range for this position is \$112,441 to \$135,524, DOQ. The Village offers a comprehensive benefits package including health, dental, and life insurance, Illinois Municipal Retirement Fund

(IMRF) pension, paid time off, professional development, annual cost of living increase and merit-based increases. Successful completion of physical exam, background investigation including reference checks, and drug screening is required.

This position is a salaried position and exempt under FLSA. Village Hall hours are Monday-Friday, 8:30 a.m.-5:00 p.m.

Position will be open until filled. First review of applications June 25, 2024. **Qualified individuals interested in being considered for the position should email a cover letter and resume to: [hr@lagrangeil.gov](mailto:hr@lagrangeil.gov) with "Building & Inspectional Services Manager" in the subject field.** For any questions during the application process, please contact Human Resources at [hr@lagrangeil.gov](mailto:hr@lagrangeil.gov).

The Village of La Grange is an Equal Opportunity Employer.