

Community Development - Permit Clerk

ABOUT US: The Village of Westmont (pop. 24,685) is a community of six square miles in area located approximately 22 miles west of the Chicago Loop in the southeastern portion of DuPage County, on the fringe of the Chicago Metropolitan Area. The name Westmont comes from being the highest point of elevation on the Burlington Northern Santa Fe Railroad west of Chicago.

Westmont is a blend of old and new, with rectilinear or gridiron streets and older housing in the central part of the village, with high rise apartments on the periphery and curvilinear street subdivisions interspersed both north and south, indicating newer development. Westmont's attractiveness both as an industrial and residential community is largely due to its location. This desirability is in large part transportation based.

DEPARTMENT SUMMARY: The Community Development Department works with businesses, residents, and developers who are interested in creating a successful partnership with our growing community. The following divisions make up the Community Development Department: Planning and Zoning, Permitting, and Code Enforcement.

RESPONSIBILITIES: Under general supervision of the Community Development Director, the Permit Clerk performs a variety of routine and complex clerical, secretarial and administrative work involving the permitting process. This position assist with all official records, provides administrative support to staff and assists in the administration of the standard operating policies and procedures of the Department. General job responsibilities are listed below:

- Receives customers in person and by phone; answers questions pertaining to building permits, building codes, code enforcement and general zoning questions. Provides counter and customer service as necessary/requested.
- Serves as a contact person for applicants and for internal application inquiries throughout the permit review process.
- Assists with the reception and review of all permit submittals for accuracy.
- Assists with the entry of permit information into computer system as appropriate.
- Assists with the coordination of in-house permit and of third-party plan reviews for engineering, landscaping, and construction.
- Assists with tracking all permits and inspections for the duration of the permit process.
- Assists with permit and inspection records, including hard files, computer files, and archived files for current and past projects and permits.
- Assists with the maintenance of various databases including Contractor Registration, bonds, Certificate of Occupancies and permit logs.
- Assists with the maintenance of filing systems for permits, inspection sheets,

and address files.

- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

MINIMUM REQUIREMENTS: This position requires a high school diploma or equivalent. FOIA Officer Certification is preferred.

Successful candidates will have a minimum of two (2) years of office experience, at least two (2) years of customer service experience, ideally in a municipal setting handling counter service and knowledge of the Municipal Government permit process. This position requires the ability to communicate effectively - orally and in writing - with a varied audience and to establish and maintain effective working relationships with co-workers and the public.

The ideal candidate must be a dedicated individual with integrity and strength of character. Candidate should also have a track record of positive interaction with employees, supervisors, elected officials and citizens.

The complete job description is available at www.westmont.il.gov, Employment.

COMPENSATION/BENEFITS: This is a full-time, non-exempt (hourly) position with a starting wage range of \$22.11/hr - \$24.93/hr (DOQ).

The Village of Westmont offers a competitive benefits package, including medical, dental, vision, life and pension.

TO APPLY: For consideration, please complete our online employment application, which is also available at www.westmont.il.gov, Employment. Please attach your cover letter and resume to your online application.

APPLICATION DEADLINE: February 22, 2019

EOE M/F/D/V