

# JOB POSTING



Village of Lincolnwood  
Community Development Department  
Equal Opportunity Employer

# Full-Time Code Enforcement Officer

(1 Full-Time Opening Available)  
Equal Opportunity Employer

The Village of Lincolnwood, Illinois (12,590 – 2010 census) is a diverse home-rule municipality directly north of the City of Chicago consisting of 2.7 square miles, with a unique blend of residential, commercial, and manufacturing areas. The Village is seeking an individual to serve as the Full-Time Code Enforcement Officer.

This full-time position inspects and enforces all property maintenance and zoning laws and ordinances in the Village. The position is expected to inspect sites for code compliance, document any violations, and attend Administrative Hearings as needed. The position is expected to interact with residents, contractors, and co-workers in verbal and written form in a professional manner. For a detailed explanation of this position, refer to the attached job description.

The candidate shall have at least one to three years of relevant experience. The successful candidate will possess the following characteristics and abilities: excellent attention to detail, ability to communicate well, make appropriate decisions using sound judgment, the ability to establish and maintain effective working relationships with co-workers and stakeholders, ability to work outside in various environmental conditions, and ability to write reports, memoranda, directives, and letters.

The position's annual salary is \$46,613.64 - \$61,530.01. This position is classified as a non-exempt, non-union, full-time position.

To apply, please visit [www.lincolnwoodil.org/employment](http://www.lincolnwoodil.org/employment). If you have any questions about the position, please contact Jonathan Bogue, Assistant to the Village Manager, at [jbogue@lwd.org](mailto:jbogue@lwd.org) / (847) 745-4711. The application deadline is October 29, 2021 by 5:00 p.m.