



**November 16, 2023**

**PERMIT & ZONING TECHNICIAN  
COMMUNITY DEVELOPMENT DEPARTMENT  
VILLAGE OF WINNETKA**

The Permit & Zoning Technician provides customer assistance related to building permit inquiries and submittals, as well as for scheduling inspections, assists with departmental communications, including website content, acts as a Freedom of Information Act (FOIA) Officer, assists with performing zoning reviews and sign reviews as part of permit applications, and provides routine clerical and administrative support to the Community Development Department. The position requires the establishment of priorities and occasional exercise of discretion and judgment in accordance with well-established rules, policies, practices, and procedures.

**Essential Functions:**

- Serve as the first point of contact for the department; respond to visitor inquiries in-person and by phone and/or email.
- Compose, type, edit, and proofread legal notices, correspondence, memoranda, and reports.
- Process, coordinate, prepare, and issue building permit plan review correspondence; provide follow-up and tracking to see that plan reviews are re-submitted in a timely fashion.
- Conduct zoning reviews of minor permits such as fences, air-conditioning condenser units, back-up generators, walkways, etc.
- Assist Permit Coordinator in front counter duties and customer inquiries—including permit intake, processing, and issuance; calculating permit fees; processing and distributing building permit plans to appropriate staff.
- Schedule and process building permit inspections for inspectional staff.
- Process Freedom of Information Act (FOIA) requests made to the Department.
- Prepare and maintain bi-weekly Department payroll.
- Conduct quorum checks for all advisory boards and commissions staffed by the Department; assist in preparing packets and agenda materials. Attend meetings as requested.
- Assistant in the maintenance of the Community Development Department's webpage.
- Perform other duties as assigned.

**Minimum Qualifications:**

- Graduation from high school or GED equivalent.
- Two (2) to Three (3) years' minimum administrative experience or comparable training.
- Knowledge of municipal permits and zoning compliance review strongly preferred.

The weekly work schedule is normally 40 hours in duration, however, may be altered or extended in the event of emergency, personnel shortage or workload. The position may require occasional evening or weekend work in conjunction with assisting with public meetings and open houses.

**Position Range:** \$56,794 - \$79,913, DOQ

**Position is Open Until Filled.**

Applications must be completed online at [www.villageofwinnetka.org](http://www.villageofwinnetka.org).

*For questions or assistance, please contact Ann Eriksson, Human Resources Manager, at (847) 716-3546 or [aeriksson@winnetka.org](mailto:aeriksson@winnetka.org).*

***Equal Opportunity Employer***