



NOW HIRING

Building Coordinator – Community Development Department

DESCRIPTION:

The Village of Glen Ellyn is seeking qualified candidates to fill a full-time Building Coordinator position within the Community Development Department. The duties of this position include, but are not limited to, performing a variety of responsible, complex administrative support, clerical and supervisory duties. The position oversees the day-to-day function of the building permit process through the supervision of the permit clerks, provides assistance with permit processing, coordinating various disciplines for approvals, and communicating essential information to the public. The position manages the local adjudication process, conducts regular data entry, prepares files for scanning, and works on special projects as assigned. Position reports directly to the Building Official.

QUALIFICATION REQUIREMENTS:

- Qualified candidates must possess a high school diploma or equivalent; BA/BS degree is preferred.
- Minimum of 2 to 5 years of experience or specialized training in an administrative support function or professional office environment; previous experience in a local government and/or with building permit process is a plus.
- Excellent typing skills, the ability to effectively operate customary office equipment, including computers and related software, such as Microsoft Office (e.g. Word, Excel, and PowerPoint) and Windows-based programs; previous experience with an electronic records management/archival system is a plus.

WORK SCHEDULE: Monday-Friday, 8:00 am to 4:30 pm.

SALARY/BENEFITS:

The pay offered for this full-time, exempt position is **\$57,899 – \$88,036 annually** with anticipated starting salary of \$60,000/annually with a full range of benefits offered. Actual starting salary is negotiable, and will be dependent upon qualifications, experience, and professional achievement.

HOW TO APPLY:

1. Interested candidates should submit a cover letter, resume, writing sample and employment application ([click here](#)) to applicants@glenellyn.org. **Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.**
2. Applicants must indicate **(Job ID: #39-23 – Building Coordinator)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and post offer medical physical with a drug screening.
4. Completed application submittals are due **November 3, 2023 at 5:00 pm.** *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER