



## **-POSITION ANNOUNCEMENT- BUILDING SERVICES COORDINATOR**

The Village of La Grange Park, Illinois (pop. 13,475) is seeking qualified candidates for the position of full-time Building Services Coordinator in the Building Department. This position performs a variety of routine and complex administrative duties related to the permit process and other day-to-day activities of the Building Department.

- Accept permit applications, review applications and related documents for completeness, and enter permit information into BS&A software as appropriate.
- Respond to phone and email inquiries regarding permit submittal requirements, building permit procedures, timelines, fees, and contractor registration requirements; provide in-person customer service as needed.
- Calculate permit fees and accept, track, and release bonds.
- Coordinate in-house and third-party plan reviews, including reviews by the Village Engineer and Fire Department.
- Track all permits and inspections for the duration of the permit process.
- Schedule inspections, review daily inspections logs, and enter reports of inspection results into BS&A database.
- Maintain various databases and filing systems, including permit and inspection records.
- Compile monthly and annual Building Department statistics.
- Prepare documents for Freedom of Information Act requests.

Position works 40 hours per week, from 8:30 a.m. to 5:00 p.m., Monday-Friday at La Grange Park Village Hall (447 N. Catherine Avenue); reports to the Director of Building and Inspectional Services.

High School diploma or equivalent required; minimum two (2) years of experience in general office work and/or customer service, with prior experience in local government preferred. Familiarity with municipal policies and procedures, building permits, and building codes preferred. Experience with BS&A software desired. Must have excellent organization skills and the ability to balance a multi-project workload and prioritize tasks to meet deadlines. Must have excellent verbal, written, and interpersonal communication skills and be able to work effectively and collaboratively with co-workers and the public.

Salary range for this position is \$52,173 to \$75,120; starting salary DOQ. Excellent benefits package includes medical, dental, and life insurance; IMRF retirement pension plan; paid vacation days, sick days, and holidays; 457(b) retirement savings plan; and ongoing educational opportunities.

To be considered for this position, submit a cover letter, resume, and [employment application](#) by mail to: Maggie Jarr, Village of La Grange Park, 447 N. Catherine Avenue, La Grange Park, IL 60526; or by email to: [mjarr@lagrangepark.org](mailto:mjarr@lagrangepark.org).

**Candidates are encouraged to apply as soon as possible for consideration for this position. First review of applications will occur April 19, 2024. Position will remain open until filled.**

*The Village of La Grange Park is an Equal Opportunity Employer.*