



Position Announcement

Building Permit Coordinator

(part-time/temp-to-hire)

Village of Barrington Hills, IL

GovTemps USA is seeking qualified candidates to fill the part-time, temp-to-hire position of Building Permit Coordinator at the Village of Barrington Hills. Successful candidate will work 16-19 hours/week for a minimum of three days/week. After three-months, the employee may be hired as permanent part-time employee of the Village.

Primary Duties: Guide and support the building permit process from pre-application to completion (the Village uses an outside vendor for a technical permit review). Respond to inquiries over the telephone, in person and via email regarding Village codes, regulations and process.

Position Requirements: Successful candidate will have ability to understand and interpret Village policies and procedures; possess general computer skills and excellent customer service skills; and be comfortable working independently. Candidates must possess strong administrative and organizational skills. HS Diploma required. Prior municipal work experience is a plus.

Hourly Wage and Selection Process: \$20-\$25/hour. DOQ. Apply online with resume, cover letter and at least three professional references to GovHRjobs.com. First review of candidates will begin October 11. Candidates with questions are encouraged to contact Mike Earl, Senior Vice President, at 224-261-8366 or mearl@govhrusa.com.

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