



Village of Carol Stream

Planning & Permitting Assistant Community Development Department

The Village of Carol Stream seeks a qualified and motivated individual to support the Community Development Department's planning and building permit processes. Responsibilities include serving as the initial point of contact for inquiries; serving as the recording secretary for the Plan Commission/Zoning Board of Appeals; issuing and reviewing over-the-counter permits; and distributing plan review correspondence. This public service-oriented individual will also support the Citizen Service Request program and assist with management of the Department's budget accounts.

Qualified individuals must possess the following:

- High School degree or equivalent; Associates degree in a related field preferred.
- Minimum of two years' experience in a professional clerical role, with at least once year in a Community Development or Building Department.
- Proficiency with the use of Microsoft Office and database products.

Starting salary for this position is \$51,411. Excellent benefit package provided.

Interested candidates should submit a resume with cover letter via the Job Opportunities section of our website at www.carolstream.org, by **October 4, 2020**.

EOE