



COMMUNITY DEVELOPMENT ADMINISTRATIVE SECRETARY

Wage Range: \$27.15 - 37.77 / hour
37.5 hours per week

Come work with an awesome team!

Due to an upcoming retirement, the Village of Hinsdale is seeking a customer service focused professional to serve as Administrative Secretary. Top responsibilities include:

- Schedule inspections, set up inspection tickets and deliver to Building Inspectors
- Review permit applications, enter permit applications into software (Tyler Munis), prepare file folder and route plans to appropriate reviewers
- Review contractor licenses, registrations and insurance documents in Munis
- Close files after final inspection, log file on spreadsheet and prepare for short-term storage
- Answer inquiries from residents related to Village provided services including permitting inquiries
- Answer contractor inquiries about permitting process, required documents, status of plan reviews
- Calculate fees of approved permits, issue permits, prepare bond receipts, prepare permit cards and notify applicants to pick up permits
- Process bond receipts for refund
- Provide support for FOIA requests
- Log and process storm water permit applications to DuPage County
- Transmit issued permits to three Township Assessor offices
- Track storm water bond refunds and schedule post occupancy Engineering inspections
- Zoning Board of Appeals (ZBA) meeting agenda and packet preparation
- Assist with compiling Plan Commission agenda packets and prepare meeting minutes
- Prepare meeting minutes for the Historic Preservation Commission
- In addition, this position assists the Engineering Division by answering general phone line and scanning approved engineering plan reviews and scanning approved engineering inspection tickets. As needed, will prepare program mailings, Letters of Agreement, process payments for utility permit applications and utility contractor registrations and helps to maintain a database of annual utility contractor registrations and insurance requirements.

VILLAGE OF HINSDALE, ILLINOIS

Population: 17,710

Budget: \$45.5 million

Full time employees: 99



RECRUITMENT

An ability to maintain mental focus in a fast-paced multi-tasking environment is needed. Must be a self-starter with the ability to exercise good judgment and manage one's time in an effective manner. The successful candidate must be able to communicate clearly and concisely, both orally and in writing, and establish and maintain effective relationships with fellow employees, other departments, management staff and the general public.

Requirements: High school diploma or equivalent; Associates Degree preferred. A minimum of three years of experience in a similar position. Strong written and verbal communication and customer service skills. Intermediate working knowledge of Microsoft Office, including Word and Excel – experience working in **Tyler Munis** is strongly preferred. Must be flexible to accommodate a changing work environment. Previous municipal experience is strongly preferred.

A competitive starting salary offered for a well qualified candidate. The Village of Hinsdale offers a comprehensive and competitive benefit plan which includes generous contributions to medical, dental, vision, life insurance and the Illinois Municipal Retirement Fund, optional 457 plans, and paid vacation, personal, sick and holiday time. Interested candidates should submit a resume to hr@villageofhinsdale.org Full position description can be found on our website, villageofhinsdale.org

Applicants will be continually reviewed and the application materials will be accepted until the position is filled. Questions about the position can be directed to Tracy McLaughlin, HR Director, at tmclaughlin@villageofhinsdale.org

The Village of Hinsdale is an Equal Opportunity Employer.

