



Community Development Permit Coordinator

The City of Wood Dale seeks a Permit Coordinator. The City is a residential community at the center of the nation's busiest transportation hub. Located on the western edge of O'Hare International Airport and within 10 minutes of four interstate highways, the City (population 13,770) combines small-town charm with big-city benefits, including regional access to shopping, dining, and recreation.

The Permit Coordinator position involves skilled and responsible administrative work that coordinates and facilitates the activities of the building permit process, rental housing program, and other support services in the Community Development Department. Work involves compiling, coordinating, and distributing all construction, permit, and rental-related documents to the appropriate authority for review and ultimate approval for permit, license, or occupancy issuance. Work also involves frequent contact with construction contractors, developers, property owners, private and public agencies, government officials, and the general public. This position reports directly to the Building Administrator.

Basic knowledge of zoning, municipal, and administrative codes is required, as is the ability to calculate figures and formulas involved in building, code enforcement, zoning, and other related codes. Work requires the ability to perform multiple tasks simultaneously and meet deadlines. The successful candidate must possess strong organization skills as well as strong customer service and communications skills.

Typical work hours are Monday-Friday, from 8:30 a.m. to 4:30 p.m. A high school diploma is required and some relevant college-level coursework is desired with an Associate Degree or ICC Permit Technician Certificate preferred. The successful applicant will be required to obtain the ICC Permit Tech Certification within 9 months of employment. Experience working in a community development department or comparable municipal government setting is required. Candidates must possess a valid Illinois Driver's License and must be able to lift up to 50 lbs. Candidates must also be well-organized, able to work independently and efficiently in a fast-paced, time-sensitive, stressful environment, and maintain a personable and positive attitude when working with the public.

The anticipated starting salary is \$45,000 +/- depending on qualifications. Competitive benefits include IMRF; paid vacation and sick leave accrual; medical, dental, vision, and life insurance. Review of applications will begin June 18, 2018. Position open until filled. For a more detailed job description, please email employment@wooddale.com.

Applications are available on the City website and at City Hall. Qualified candidates should submit their cover letter, resume, and City Employment Application to employment@wooddale.com. Candidates may also submit application materials to:

City of Wood Dale
Attn: Human Resources
404 North Wood Dale Road
Wood Dale, IL 60191

The City of Wood Dale is an Equal Opportunity Employer