



**CITY OF CRYSTAL LAKE**  
invites applications for the position of:

## **Development Services Representative - Part Time**

**SALARY:** See Position Description

**OPENING DATE:** 02/24/21

### **DESCRIPTION:**

Under the direction of the Support Services Coordinator, this individual is responsible for providing administrative assistance to external and internal customers for the Community Development Department. Nature of the work performed requires a professional manner in all dealings with the public and City and department staff. Work requires the exercise of considerable judgment, initiative, and discretion along with the ability to respond to multiple inquiries on a consistent basis.

### **EXAMPLES OF ESSENTIAL DUTIES:**

Some essential job functions include:

- Independently provides technical assistance and a high level of quality customer service in a thorough and professional manner to members of the public regarding building, planning, zoning, and property maintenance procedures and processes.
- Receives and processes application requests with customers, enters complete and accurate information into the land management tracking system (Accela), and transmits for further department review.
- Processes accounts payable and elevator invoicing and regulation program.
- Assist with the compiling of information for release of Freedom of Information Act (FOIA) requests.
- Provide general office support.

### **TYPICAL QUALIFICATIONS:**

The successful candidate must possess excellent verbal and written communication skills and have proven strong technical skills in various software applications including Microsoft Office Suite. The candidate must also have outstanding organizational and time management skills, and be detail oriented with multi-tasking capabilities in a fast-paced environment. Critical thinking and problem solving skills along with excellent customer service skills, including the ability to deal tactfully with the public and a high level of integrity in dealing with confidential and sensitive information is essential. Knowledge of building construction and zoning terminology as applicable to a municipal setting is a plus.

This position requires a high school diploma or equivalent and experience working in a municipal government setting and customer service experience is highly desired.

**SUPPLEMENTAL INFORMATION:**

Hours are 6 hours per day during normal business hours, Monday through Friday, for 27.5 hours per week. Starting hourly rate is \$22.51 per hour with benefits to include pro-rated holiday pay and participation in the Illinois Municipal Retirement Fund (IMRF).

Offers of employment are subject to successful completion of background check and drug screen. Qualified individuals interested in being considered for the position should submit an employment application, available at [www.crystallake.org](http://www.crystallake.org) and attach a letter of interest with resume.

This position will remain open until filled. Applications will be considered as received.

The City of Crystal Lake is an Equal Opportunity Employer

---

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.crystallake.org>

Position #2021-06  
DEVELOPMENT SERVICES REPRESENTATIVE - PART TIME  
JM

100 W. Woodstock Street  
Crystal Lake, IL 60014

[cl Lyons@crystallake.org](mailto:cl Lyons@crystallake.org)

The City of Crystal Lake is an Equal Opportunity Employer. All applicants receive equal consideration regardless of their race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or other category protected by law.

---