



**BUILDING OFFICIAL
VILLAGE OF LINCOLNWOOD, ILLINOIS**

ABOUT THE VILLAGE. The Village of Lincolnwood (pop. 13,147) is a home-rule community located directly north of the City of Chicago consisting of 2.7 square miles. Lincolnwood serves as the gateway to Chicagoland's North Shore and is an ethnically diverse community with tree-lined streets, beautiful neighborhoods and parks, an excellent school system, and a prosperous business community. The Village offers a unique blend of residential, commercial and manufacturing areas, and eagerly looks forward to the start of the *District 1860* mixed use redevelopment project at Lincoln and Touhy Avenues and a vision for the future of the Lincolnwood Town Center.

ABOUT THE POSITION. This is a newly created position reporting to the Director of Community Development. The position is responsible for managing the daily operations of the Building Division which includes plan review, building permit processing, property maintenance/code enforcement and inspection services.

The position will supervise two full-time employees (Account Clerk and Code Enforcement Officer) and manage a contractual service that conducts inspections and some plan reviews on behalf of the Village. The Building Official will be responsible for monitoring and updating permit fees and recommending ordinances as necessary. The position will perform certain plan reviews and inspections, as needed, and based on qualifications.

POSITION QUALIFICATIONS. The successful candidate will meet the following criteria:

- Possess working knowledge of the principles and practices of building construction, building and property maintenance codes, and zoning regulations.
- Ability to review, recommend, and implement necessary code updates through approval processes.
- Have a history of oversight of effectively maintaining compliance with building, zoning and other code requirements.
- Ability to oversee the permitting process and implement process improvements to enhance customer service.
- Possess a strong commitment to providing excellent customer service equally and comfortably to residents, staff, the business community and contractors.
- Possess at least three years of related work experience; experience in a municipal organization is preferred.
- Hold a bachelor's degree in a related field or possess an equivalent combination of work experience, ICC educational certifications, and training in construction practices and procedures. ICC Plan Review Certifications are preferred.

COMPENSATION AND APPLICATION PROCESS. The salary range is \$91,408- \$120,659. The starting salary is DOQ. The Village offers a competitive benefits package including paid time off, medical, dental and life insurance, and membership in the Illinois Municipal Retirement Fund (IMRF). Residency is not required.

Apply online with resume, cover letter and five professional references to www.GovHRjobs.com by 5 pm, Monday, November 29, 2021. Candidates with questions are encouraged to contact Mike Earl, GovHR Senior VP, at 224-261-8366 or mearl@govhrusa.com.

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