



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, reviewing and issuing 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 one year in a Community Development or Building Department.
- Proficiency with the use of Microsoft Office and database products.

Salary for this position is \$55,877.19. 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 **September 1, 2023**.

EOE