

## **Development Services Coordinator**

The Village of Oswego is seeking applicants for the position of Development Services Coordinator.

The Village of Oswego offers an excellent work environment, as well as a comprehensive benefits package including health, dental, and life insurance; pension plan (IMRF); and paid time off. The expected starting salary for this position is \$52,138, depending upon qualifications.

This position provides a variety of detailed administrative support and technical assistance to the Development Services Department, especially Building and Permits. The position is scheduled to work 8 a.m. to 4 p.m., M-F, with occasional flexibility to meet department needs. This position is responsible assisting customers with the development and building process, calculating and processing fees related with building activity, scheduling inspections and processing permits. An ideal candidate would have strong customer service skills, in-depth knowledge of standard office procedures and equipment, skill in Microsoft products, especially Excel and Word, and able to learn new software systems quickly. Experience in building permitting desired.

The selection process includes a personal interview, medical examination (including drug screen) and background screening.

Applications are available online at [www.oswegoil.org](http://www.oswegoil.org) or at Oswego Village Hall, 100 Parkers Mill. Submit resume and application by email [humanresources@oswegoil.org](mailto:humanresources@oswegoil.org). The Village of Oswego is an Equal Opportunity Employer. Application deadline is 5 p.m. May 11, 2022.