

Community Development Intern Community Development Department Village of Montgomery

The Village of Montgomery Community Development Department is seeking student applicants for the temporary position of Community Development Intern. This position is expected to begin work in May and continue through August (approximately 10-13 weeks). The Community Development Intern will be responsible for supporting the department in code enforcement, administration of the adjudication process, customer service and other duties as assigned by the director.

Primary Duties:

- Perform property maintenance inspections.
- Patrol community for construction work being conducted without a permit
- Write notices of violation, perform follow-up inspections and write citations as needed.
- Attending Adjudication Hearings/Court and testifying on behalf of the Village.
- Assist at the front counter, permit entry, answering phones and scheduling inspections.

Minimum Qualifications:

- At least 18 years of age
- Valid Illinois Driver's License
- Full-time student pursuing a degree in Public Administration, Criminal Justice, Civil Engineering, Construction Management, or related field.
- General knowledge of zoning, property maintenance, licensing and nuisance ordinances, regulations and related codes.
- Ability to communicate effectively, orally and in writing.
- Ability to handle confrontational situations with professionalism and tact.

This is a temporary position for the summer months in 2021. Typical work hours are Monday through Friday, 8:00 a.m. to 4:30 p.m., 40 hours weekly. Work may be performed in outdoor conditions and/or near vehicular traffic.

Hourly Rate: \$15.00/hr.

Position is Open Until Filled

Submit applications and resumes to Meghan Ostreko, Human Resources Manager via email to ostreko@ci.montgomery.il.us or via mail to:

Village of Montgomery
Attn: Meghan Ostreko
200 North River Street
Montgomery, IL 60538

Applications can be found online at www.ci.montgomery.il.us/jobs.