



At the Heart of Community

COMMUNITY SERVICES DEPARTMENT
Building and Zoning Division

505 Telser Road
Lake Zurich, Illinois 60047

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LakeZurich.org

POSITION ANNOUNCEMENT

Community Services Department

Permit Coordinator

The Community Services Department of the Village of Lake Zurich is seeking candidates for the position of Permit Coordinator. The Community Services Facility is located at 505 Telser Road. The Department includes the Divisions of Building and Zoning and Public Works. The normal work period is 8 am – 4:30 pm, Monday through Friday.

Summary of Duties and Responsibilities: Primary position responsibility is to manage and perform the building permit application process from intake to issuance. The Coordinator will review completeness of permit application and process permits. Other duties include scheduling inspections, managing contractor registration and preparing Department reports. Significant customer contact both at the front counter, telephone and email.

Position Qualifications: Qualified candidates will have a high school diploma or GED equivalent, with at least three years of progressively responsible office experience. Previous experience in a building department and /or related ICC Certification is preferred. Successful candidate must possess good communication, organizational, administrative and customer services skills. Selected candidate must also successfully complete background check and post-offer employment physical examination including drug screening.

Compensation and Benefits: The starting annual salary is \$49,082 with a comprehensive benefits package including vacation and sick leave, health insurance and IMRF pension.

Selection Process: Candidates should apply with resume and cover letter and at least three professional references to: Division of Human Resources, Village of Lake Zurich, 70 E. Main Street, 60047, or email hr@lakezurich.org. Position open until filled. First review of candidates will begin Friday, May 29, 2015.

The Village of Lake Zurich is an Equal Opportunity Employer