



January 26, 2024

**PERMIT TECHNICIAN
COMMUNITY DEVELOPMENT DEPARTMENT
VILLAGE OF WINNETKA**

The Permit Technician assists the Permit and Customer Service Supervisor with providing support to the Community Development Department in the coordination of processing and tracking building permit applications, from acceptance to issuance; scheduling inspections; answering inquiries and explaining permit requirements to the public; assisting with departmental communications, including website content; serves as a Freedom of Information Act (FOIA) officer; assists with the acceptance and processing of zoning, subdivision and other special approval applications; and provides routine clerical and administrative support.

Essential Functions:

- Examine submitted building permit application materials to ensure completeness of submittals.
- Answer inquiries from contractors, property owners, architects, etc. regarding building permit applications, approval processes, and code requirements.
- Process, coordinate, prepare, and issue building permit plan review correspondence; provide follow-up and tracking to see that plan reviews are re-submitted in a timely fashion.
- Conduct zoning reviews of minor permits such as fences, air-conditioning condenser units, back-up generators, walkways, etc.
- Prepare forms to release escrow accounts, bonds, deposits, etc. following completion and final inspection approval of projects.
- Maintain records of all applications, inspections, and all other correspondence for each permit application.
- Schedule inspection appointments, review daily inspection sheets and enter reports of inspection results into the database. Answer inquiries regarding the status of inspection activities.
- Conduct quorum checks for all advisory boards and commissions staffed by the Department; assist in preparing packets and agenda materials. Attend meetings as requested.
- Prepare forms to pay invoices, process bond refunds; order supplies and maintain Department supply inventories.
- Serve as the first point of contact for the department; respond to in-person inquiries and by phone and/or email.
- Compose, type, edit, and proofread legal notices, correspondence, memoranda, and reports.
- Process Freedom of Information Act (FOIA) requests made to the Department.
- Prepare and maintain bi-weekly Department payroll.
- Assist in the maintenance of the Community Development Department's webpage and permitting software.
- Perform other duties as assigned.

Minimum Qualifications:

- Graduation from high school or GED equivalent.
- Two (2) minimum administrative experience or comparable training.
- Knowledge of municipal permits and zoning compliance review strongly preferred.
- ICC Permit Technician certification or Zoning certification preferred.

The weekly work schedule is normally 40 hours in duration, however, may be altered or extended in the event of emergency, personnel shortage or workload. The position may require occasional evening or weekend work in conjunction with assisting with public meetings and open houses.

Position Range: \$58,782 - \$82,710, DOQ

Position is Open Until Filled.

Applications must be completed online at www.villageofwinnetka.org.

For questions or assistance, please contact Ann Eriksson, Human Resources Manager, at (847) 716-3546 or aeriksson@winnetka.org.

Equal Opportunity Employer