



JOB POSTING

Job Title:	Permits Coordinator
Hours:	Full time Position, Hours as scheduled
Hiring Rate:	D.O.Q.
Application Deadline:	Until position is filled.

The Village of Antioch has vacancy in the Community Development Office:
Permits Coordinator
One position is available at this time.

Under supervision of the Director of Community Development, provide general information related to the permit process to the public, developers, businesses and staff. The Permits Coordinator will provide administrative assistance the department director; distribute permit applications and corresponding information to inspectors and directors for review; issue building and site permits; schedule daily and annual inspections; manage file system; issue business licenses, maintain business registration database; answer phones; process payments, and assist customers with general questions. May be required to attend Planning and Zoning Board meetings.

Requirements Include:

- Minimum of a High School diploma or GED
- 2 years of successful performance in related positions, showing/demonstrating competency in desired skill areas; or
- Any equivalent combination of training and experience that produces the competencies desired for the position will be considered.
- Working knowledge of office administration, Village Building Codes.
- Possession of tact in dealing with sensitive information, with frequent contact with the public and scheduling appointments.
- Ability to work effectively under deadlines in a variety of environments and elements.
- Ability to act as lead for Assistant Permits Coordinator and delegate work appropriately.
- Ability to demonstrate personal discipline qualities to perform required work.
- Ability to function in a sometimes fast and ambiguous environment.
- Ability to work with department heads as required to include presentations and attendance at meetings.
- Ability to lift and/or carry 10 – 40 lbs.
- Physical ability to occasionally sit, walk, balance, stoop, kneel and crouch.
- Possession of computer skills including proficiency in word processing, spreadsheet and database applications.
- Ability to make judgments with respect to confidentiality of information and problem solving.
- Possession of good safety awareness and judgment in all aspects of the position.

To Apply:

If interested, please fill out an application for employment at www.antioch.il.gov or apply in person at the Village Hall, 874 Main Street, Antioch, IL, 60002. Applications accepted Monday through Friday between the hours of 8:30am – 5:00pm.