

# Permits Coordinator

POSTED ON APRIL 10, 2025 AND WILL REMAIN OPEN UNTIL FILLED.



## **Overview:**

The Village of Antioch is seeking qualified and team-oriented applicants for the position of on-site Permits Coordinator in the Community Development Department. Under the supervision of the Director of Community Development, this position is responsible for performing tasks related to the facilitation of building department activities, including permitting, scheduling, administrative support, and other related duties as assigned. This role is responsible for the entire permit issuance process, managing calendars, scheduling inspections, and records compliance.

The ideal candidate will have excellent time management, organizational, and multi-tasking skills as well as interpersonal, verbal, and written communication. Excellent customer services skills and problem solving a must. *Full position description available upon request.*

## **Qualifications:**

Minimum of High School diploma or GED, required. A minimum of two (2) years experience in a similar position and environment, or experience working in a building division or municipal government setting is preferred.

## **Salary & Benefits:**

The salary range for the position is \$25.19-30.59/hour, dependent on qualifications. An excellent benefits package is available.

## **How to Apply:**

Interested applicants should submit a completed application (available on our website); cover letter, resume and three work-related references to:

Village of Antioch  
**Attn: Lori Romine, Human Resources**  
874 Main St  
Antioch, IL 60002  
Or email to:  
[lromine@antioch.il.gov](mailto:lromine@antioch.il.gov)

## **Equal Opportunity Employer:**

The Village of Antioch provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.