

10/2024

Village of Wayne
Building & Zoning Administration Job Description & Benefits

Work independently under Director of Building & Zoning Department

Very detail-oriented, organized person

Heavy phone work with strong customer service skills, good communicator a must

Serve as liaison between Department, Public, and other Village Departments

Provide applications, hand-outs and zoning information via fax, email, phone, in person

Schedule building inspections

Process building permits and collect permit fees

Prepare and distribute monthly reports

Record complaints, refer to appropriate department for resolution, and process

Prepare correspondence, reports, memoranda, forms, notifications

Microsoft Office 10 & Excel

General familiarity with the Internet, using on-line content and forms

Historic Sites Agenda

Flexible, dependable, independent

Confidentiality a must

FOIA's

Codes are online

Takes a while to learn.

Hours Mon-Thurs 8am – Noon, or as needed. Must be flexible to stay later if necessary.

Closed Fridays

Pay \$22 per hour

Position is Regular Part-Time, which allows:

Six paid holidays if holiday falls on a regularly scheduled workday

Five days paid vacation beginning Jan 2025; 10 days paid vacation Jan 2026

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village of Wayne is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Contact Patricia Engstrom, Village Clerk

630-584-3090

clerk@villageofwayne.org