



COMMUNITY DEVELOPMENT DEPARTMENT CODE ENFORCEMENT OFFICER

The Village of South Elgin, IL is seeking a qualified candidate for the position of full-time Code Enforcement Officer in the Community Development Department. Under the direction of the Building & Code Enforcement Manager, this position includes a variety of routine and complex technical work in code enforcement to ensure compliance with the International Property Maintenance Code and the Village of South Elgin Code of Ordinances. Work assignments include inspecting properties for violations, contacting property owners, tenants, or businesses to resolve violations, scheduling and performing all follow-up functions to gain compliance, maintaining accurate records, preparing evidence in support of enforcement actions by the Village, and appearing and testifying in hearings and in court when necessary.

Qualifications include a high school diploma or GED equivalent; International Code Council Certification as a Property Maintenance and Housing Inspector, or the ability to obtain certification within six (6) months of employment; 1-2 years of experience in code enforcement, property maintenance, zoning administration, construction management, or a related field; and a valid Illinois State Driver's License. An associate's degree in an applicable field is preferred. Any equivalent combination of education and experience will also be considered. Skills in dealing effectively with the public and exercising tact and firmness when necessary are required. Strong computer skills are also required.

Normal work hours for this position are Monday through Friday, 8:30 a.m. – 5:00 p.m. The Village offers an excellent compensation and benefit package with a starting salary of \$30.68 per hour. The salary range for this position is from \$30.68 - \$40.03 per hour.

The Village of South Elgin has a competitive benefit package with coverage that begins on the first day of employment including health, dental, vision and life insurance, as well as a health savings account, a retirement pension plan through the Illinois Municipal Retirement Fund and deferred compensation 457(b) plans. The Village also provides paid holidays, paid vacation, and paid sick leave.

Interested applicants should submit a cover letter, resume, three (3) professional references, and an application to the Village of South Elgin, ATTN: Human Resources, 10 North Water Street, South Elgin, Illinois 60177 or via email to jobs@southelgin.com. Applications are available online at www.southelgin.com. Position opened until filled.

The Village of South Elgin is an Equal Opportunity Employer
A copy of the EEOP Utilization Report is available on request from the Human Resources office.