

Building and Zoning/Community Development Assistant

The Village of Oswego is seeking applicants for the position of Building and Zoning Assistant.

The Village of Oswego offers an excellent work environment, as well as a comprehensive benefits package including health, dental, and life insurance; pension plan (IMRF); and paid time off. The expected starting salary for this position is \$48,500, depending upon qualifications.

The Building and Zoning Assistant provides administrative support and technical assistance to the Community Development department, including assisting with Plan Commission Meeting preparation and minute taking, and receiving and processing building permits. An ideal candidate would have strong customer service skills, in-depth knowledge of standard office procedures and equipment, skill in Microsoft products, especially Excel and Word, and would be able to learn new software systems quickly.

The Building and Zoning position is scheduled for regular business hours, Monday-Friday. Monthly assistance at evening Plan Commission meetings is required.

The selection process includes a personal interview, medical examination (including drug screen) and background screening.

Applications are available online at www.oswegoil.org or at Oswego Village Hall, 100 Parkers Mill. Submit resume and application by email to humanresources@oswegoil.org. The Village of Oswego is an Equal Opportunity Employer. Application deadline is 8 a.m. Sept. 10, 2019.