

**VILLAGE OF POPLAR GROVE  
COMMUNITY DEVELOPMENT COORDINATOR  
Full-Time - Exempt**

**POSITION DESCRIPTION:**

To assist the Village in the matters of community development activities, working collaboratively with the Village President, building inspector(s), zoning official(s), appointed administrative adjudication officer, village engineer, village attorney, and any other necessary vendors, regional partners, and staff. Secondarily to assist the Village Clerk as Deputy Clerk.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Intake, clarify, and initial document review of all incoming building permits.
2. To assist in the completion and compliance of required building permit inspections.
3. Attend pre-construction meetings, as appropriate.
4. Record and track all building permits and provide building permit register to the Village Clerk.
5. Track and process code enforcement issues, including compliant response and notification to Code Enforcement officer.
6. Assist in the documentation and facilitation of code enforcement administrative hearings.
7. Notification to legal counsel of code enforcement/administrative hearing activities resulting in property lien proceedings.
8. Maintain zoning maps, as required by law.
9. Assist and facilitate communications between needed parties in building zoning matters.
10. Responsible for community communications not directly related to official postings by the village clerk's office.
11. Assist in the maintenance of the village website.
12. Assist in the planning and logistics of Village events.
13. Customer service and front desk assistance of incoming phone calls and in-person visits.
14. Other duties as assigned by the Village Clerk as the Deputy Clerk.
15. Any other duties assigned.

**EDUCATION, EXPERIENCE AND QUALIFICATIONS**

1. High School Diploma, bachelor's degree desired, further technical certifications a plus.
2. Understanding of building process, a plus.
3. Exhibit strong computer skills, ability to keep records, carry out written and oral instruction.
4. Must exhibit strong communication skills.
5. Organizational skills with discerning eye for details and logistics.

*This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees.*

The Village of Poplar Grove is an equal opportunity employer.