VILLAGE OF ROSCOE
AGENDA ITEM - STAFF REPORT

Agenda Item:	Creation of the position of Permitting & Licensing Assistant at Village Hall

Date:	**March 29, 2024**	**Meeting:**	**Committee of the Whole – 04-02-2024**
Prepared by:	Anne Hanson / Josef Kurlinkus	**Department:**	Human Resources

Overview/Background Information

Over the past several years, the duties of the Village's administrative assistant have been expanded, and now include overseeing much of the licensing and permitting taking place within the Village. This often includes initial meetings with applicants, verifying compliance with Village code, and much of the preliminary work that is required before an application or permit is issued. Because the amount of time that must be devoted to this role has expanded, we believe it is time to spin off these duties into a separate position, which we would call the Permitting & Licensing Assistant. We would then fill the position of Administrative Assistant whose duties would be more clerical in nature.

The Village's current administrative assistant, Janel Reidinger was instrumental in creating procedures that the Village has implemented to streamline the zoning permit & development review process. She currently oversees the Village's liquor license process, and brings additional skills from her work experience prior to joining the Village. Our intent would be to promote Janel into this new role, and look to fill the vacant administrative assistant position.

Key Issues

1) Spin-off licensing and permitting duties to the new position of Permitting & Licensing Assistant.
2) Promote the current Village Hall administrative assistant to the new position.
3) Fill the vacant administrative assistant position with a new hire.

Fiscal Note/Budget Impact

This would be a full-time position with the initial wage established at: $25.96 per hour.

Prior Legislative Actions

None

Action Required/Recommendation

Recommend to the Board for Approval, the creation of the position of Permitting & Licensing Assistant.

Attachments

Job Description