



Posted: 9/9/2026

Position Recruitment Notification For Internal & External Candidates

Job Classification:	Permits and Development Supervisor
Department/Division	Development Services /Permits and Development
Employment Status:	Full-time
Annual Salary/Grade:	\$82,503.00 - \$119,629.35.00 +/- DOQ/Grade 6
Anticipated Hiring Range:	\$82,503.00 - \$101,066.18 +/- DOQ
FLSA:	Exempt
Union:	Non-Union
Employment Commission:	N/A
Deadline for Application:	Posted until filled

POSITION SUMMARY:

This is a supervisory position responsible for expediting reviews and assuring compliance with rules and regulations pertaining to permits and to perform plan reviews, streamline review processes and provide high level customer service in processing permits and certificates. The Permits and Development Supervisor receives general from the Permits and Development Manager/Chief Building Official.

Key Responsibilities:

- Plan, prioritize, assign, supervise, and review the work of Permit Customer Service Technicians
- Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
- Establish schedules and methods for providing permit approval services; identify resources needed; review needs with appropriate management staff; allocate resources accordingly.
- Participate in the selection of staff as assigned; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Assist to coordinate and track departmental activities on permit-issuance, construction, permit-interface timelines involving other Village divisions and departments; track and assist in the issuance of permits, certificates and approvals.
- Assist in preparing analytical and statistical reports on permits, construction operations, plan review activities and findings, and inspectional activities/services.
- Supervise the preparation of case reports for court or administrative proceedings related to permits, construction and inspections; when necessary testify in court and at administrative proceedings. Issue compliance tickets and assess fines when appropriate.
- Review plans, drawings and documents as assigned, for compliance with building code and construction ordinances.
- Ensure that customers, contractors, architects, engineers and developers are informed of permit requirements and restrictions, and of special requirements in special overlay districts; confer with building owners, contractors, tenants and the general public in the field and office; review alternate methods and modifications.
- Manage and provide support in responding to FOIA (Freedom of Information Act) requests.

Qualifications:

- Three years of responsible experience in processing building permits, land use, planning or code enforcement. A strong background in plan review and construction technology is required.

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.

- Possession of a Bachelor's degree from an accredited college or university; Major course work in architecture, engineering, public administration, business administration, urban planning or related fields.
- Possession of or ability to obtain an appropriate, valid driver's license; Possession of or ability to obtain ICC certification as permit technician within six months after appointment, and ICC certification in Zoning and Residential & Commercial, Building & Mechanical Plans Examiner within one year after appointment. Possession and maintenance of appropriate certifications is a condition of employment and required for continued employment beyond the twelve-month period from the date of hire.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=839092300&full_apply=&jobid=839092300

For additional information on the position visit our website at <http://www.oak-park.us/jobs>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package including but not limited to a retirement plan, deferred compensation program, social security, medical, dental, vision & life insurance, flexible spending accounts, vacation and sick leave.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

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PERMIT AND DEVELOPMENT SUPERVISOR

Department: Development Services

FLSA: Non-Union Exempt

Pay Grade: 6

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

This is a supervisory position responsible for expediting reviews and assuring compliance with rules and regulations pertaining to permits and to perform plan reviews, streamline review processes and provide high level customer service in processing permits and certificates.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Permit Processing Division Manager; Exercises direct supervision over staff as assigned by Permit Processing Division Manager.

EXAMPLES OF DUTIES – *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities

1. Plan, prioritize, assign, supervise, and review the work of Permit Customer Service Technicians
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing permit approval services; identify resources needed; review needs with appropriate management staff; allocate resources accordingly.
4. Participate in the selection of staff as assigned; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Assist to coordinate and track departmental activities on permit-issuance, construction, permit-interface timelines involving other Village divisions and departments; track and assist in the issuance of permits, certificates and approvals.
6. Assist in preparing analytical and statistical reports on permits, construction operations, plan review activities and findings, and inspectional activities/services.
7. Supervise the preparation of case reports for court or administrative proceedings related to permits, construction and inspections; when necessary testify in court and at administrative proceedings.



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8. Review plans, drawings and documents as assigned, for compliance with building code and construction ordinances.
9. Ensure that customers, contractors, architects, engineers and developers are informed of permit requirements and restrictions, and of special requirements in special overlay districts; confer with building owners, contractors, tenants and the general public in the field and office; review alternate methods and modifications.
10. Respond to public inquiries and Freedom-of-Information requests; provide information within areas of assignment; assist in supervising customer-service point-of-contact functions; respond to telephone calls, e-mails and in-person referrals; assist with answering requests for information on permits, premise and property records; directly support permit and plan review services by expediting review processes; assist in front-counter operations; resolve complaints efficiently, courteously and in a timely manner.

Other important responsibilities and duties

1. Assist in analyzing and developing work flow process for expediting permit reviews; Collaborate with Business Services Division on expediting permit projects.
2. Review documents; assist Permit Processing Division Manager in processing forms and documents.
3. Assist the Permit Processing Division Manager in public presentations and represent Division in citizen workshop meetings, public meetings and public relations efforts.
4. Develop, evaluate and coordinate schedule for bringing closure to open permits.
5. Provide staffing on the behalf of the Permit Processing Division Manager for Commissions as assigned; assist to maintain list/database of buildings, structures, signs and properties.
6. Monitors Division's Performance Management (MAP) indicators and reports on progress to the Permit Processing Division Manager
7. Develop expertise in the Village's software program, CityView, and be responsible for adherence to all deadlines.

QUALIFICATIONS

Knowledge of:

- Applicable Village, State, and Federal codes, ordinances, laws and regulations related to construction; Major types of buildings, permits, construction materials and methods.
- Basic principles related to construction, technology for buildings and structures.
- Housing ordinance enforced by the Village; permits for building, electrical, plumbing, mechanical, elevators, and certificates of zoning compliance.



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- Basic computer applications and techniques including word processing, spreadsheet, data base and presentation software as well as information management systems related to building and property maintenance and inspection.
- Court room proceedings and methods for preparing documents for submission to court.
- Principles of supervision, training and performance evaluation.
- Operation, services and activities of plans examining programs; principles and processes involved in permitting, zoning compliance, and plans examining work.

Ability to:

- Supervise, prioritize, organize and review the work of staff.
- Select, train and evaluate staff.
- Interpret and explain Village policies and procedures.
- Perform basic plan reviews of buildings, structures and premises; Read and interpret building blueprints.
- Work within restrictions and demands of deadlines, managing multiple projects and assignments; use principles of prioritizing and time management.
- Prepare clear and concise reports; communicate clearly and concisely, both orally and in writing.
- Maintain accurate and timely files and reports in both hard copy and digital environments.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.

Maintain reasonable and predictable attendance

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment and vehicles*

Experience and Training Guidelines



PERMIT AND DEVELOPMENT SUPERVISOR

Experience: Three years of responsible experience in processing building permits, land use, planning or code enforcement. A strong background in plan review and construction technology is required. **AND**

Training: Possession of a Bachelor's degree from an accredited college or university; Major course work in architecture, engineering, public administration, business administration, urban planning or related fields. **AND**

License or Certificate: Possession of or ability to obtain an appropriate, valid driver's license; Possession of or ability to obtain ICC certification as permit technician within six months after appointment, and ICC certification in Zoning and Residential & Commercial, Building & Mechanical Plans Examiner within one year after appointment. Possession and maintenance of appropriate certifications is a condition of employment and required for continued employment beyond the twelve-month period from the date of hire

WORKING CONDITIONS

Work in office environments; sustained posture in a seated position for prolonged periods of time. Assist staff, contractors and professionals. Subject to after-hours' work, can work flexible hours/shifts to accommodate special departmental and customer needs, and to assist in the Village's Emergency Operations related to mitigating disaster to buildings and premises.

Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.