

Code Enforcement Officer

Department: Planning, Building and Zoning (PBZ)

Salary / Pay Rate: \$18.00

Job Type: Part Time

Post Date: 07/6/2022

Expire Date: 07/19/2022

Job description

Part Time Code Enforcement Officer

- Status: Non- Exempt

The Kendall County Planning, Building and Zoning Department (PBZ) is seeking an enthusiastic, detail-oriented, highly motivated individual for the position of Part –time Code Enforcement Officer.

The primary job responsibilities of the Part –time Code Enforcement Officer will be to support the PBZ needs of the County. The ideal candidate will be comfortable investigating complaints of possible violations of the Kendall County Zoning Ordinance and other applicable local, state and federal laws and regulations (“Zoning Ordinances, Laws and Regulations”); provides information to the public on zoning requirements and home construction project violations; and obtains, where possible, voluntary compliance with Zoning Ordinances, Laws and Regulations. The employee will assist the State’s Attorney’s Office in pursuing ordinance violations, including, drafting and signing necessary and appropriate documents. Under general supervision, has authority to request the removal or alteration of conditions or materials, which violate applicable Zoning Ordinances, Laws and Regulations. The employee will conduct field inspection duties independently, according to adopted Zoning Ordinances, Laws and Regulations. The employee will attend conferences, seminars, training, meetings and prepares reports, as needed. The employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

A minimum of a high school diploma or GED is required.

Valid Illinois Driver’s License with a good driving record is required.

Code enforcement, law enforcement or other administrative experience is preferred.

For more information, please review the full job description provided in the official posting on Kendall County’s website: <https://www.kendallcountyil.gov/employment/>

[County Employment Application](#)

The pay rate will be \$18 per hour, dependent upon qualifications, and the position is Part-time. Must have a flexible schedule. Work hours will not exceed 20 hours per pay period (2 weeks).

Questions and additional details concerning this job posting should be directed to PBZ – Brian Holdiman at bholdiman@kendallcountyil.gov or Matt Asselmeier at masselmeier@kendallcountyil.gov

Interested candidates may submit their application and resume by email to tdado@kendallcountyil.gov with the subject "Part Time Code Enforcement Officer" or by mail to

Tina Dado
111 West Fox Street Suite 316
Yorkville, Illinois 60560

Position will remain open until filled.

Kendall County is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, religion, age sex, sexual orientation, national origin, disability status, genetics, veteran status, or any other characteristic protected by federal, state or local laws.

Consistent with the Americans with Disabilities Act (ADA) and the Illinois Human Rights Act (IHRA), it is the policy of Kendall County to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Tina Dado, Human Resource Specialist at the contact information below:

Tina Dado
Human Resource Department
111W. Fox St. Suite 316
Yorkville, Illinois 605602
tdado@kendallcountyil.gov