

Village of Glendale Heights

A Proud & Progressive Village for all People



*Now accepting applications for the
position of*

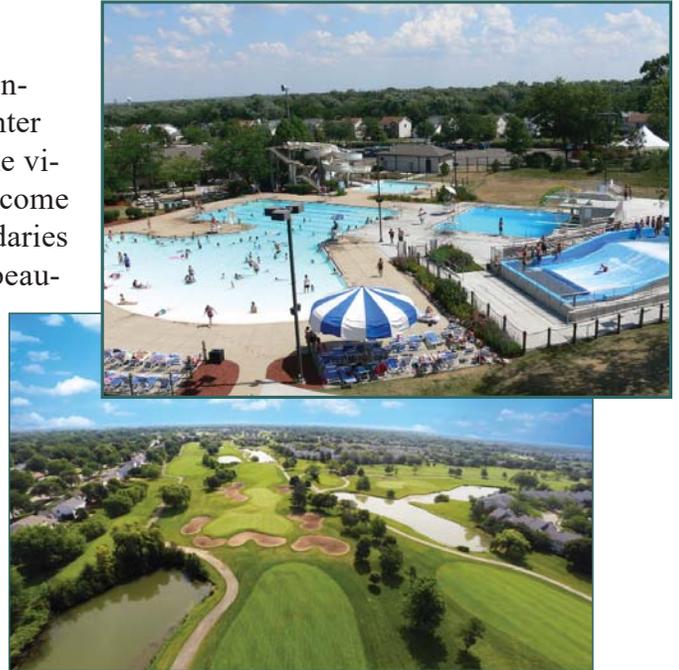
**ASSISTANT PLANNING & ZONING
ADMINISTRATOR**

The Village of Glendale Heights

The Village of Glendale Heights is a modern residential, suburban community, 15 miles west of the Chicago city limits. Over the years, the Village has welcomed a significant growth, both in population, and within our business community. Its landscape is dotted with ranch homes, split levels, apartments, condominiums, shopping centers, churches, industrial business parks, beautiful community and neighborhood parks, modern service facilities, and three excellent elementary school systems.

The positive influence of many improvements to the Village, including Camera Park, renovations to the Civic Center, the Center for Senior Citizens, and the Sports Hub, unmistakably echo the vibrant character and the vitality of our community. We have become an attractive, growing community, that boasts within its boundaries AMITA Health Adventist Medical Center, GlenOaks and the beautiful Glendale Lakes Golf Club, owned and managed by the Village of Glendale Heights.

The current population is 34,208 as of the 2010 census. The Village of Glendale Heights is dedicated to maintaining its progressive atmosphere, while offering its residents superior community amenities and services that respect the concerns of residents, while striving to provide a safe, viable community in which to live.



Village Government



The Village of Glendale Heights was incorporated in July of 1959. The first election was held on August 2, 1959. Though incorporated as Glendale, the name was changed to Glendale Heights in March 1960 because of a conflict with another Glendale in southern Illinois. The name chosen is appropriate for “Glendale” as it reflects a close geographic identity with two neighbors, Glen Ellyn to the south and Bloomingdale to the north. “Heights” describes the unique topography of the Village as it rests on two distinct elevations with a 100-foot variation.

The Village is a home rule municipality under the Constitution of the State of Illinois and is governed by a Village President and 6 Village District Trustees. The elected officials serve alternating four-year terms.

The Village of Glendale Heights has over 300 employees making up several departments which include, Administration; Police; Parks, Recreation & Facilities; Public Services; Finance; Administrative Services; Community Development; and Glendale Lakes Golf Club.

Village of Glendale Heights Mission Statement

The Village of Glendale Heights strives to improve the quality of life to all its residents and commits to serve, protect and provide a high standard of services and programs through the cooperative efforts of its residents, businesses, employees and elected officials.

Assistant Planning & Zoning Administrator

The Village of Glendale Heights has a position available for an Assistant Planning and Zoning Administrator in the Community Development Department. This position performs a variety of routine and complex administrative, supervisory and technical work in administering and enforcing the zoning ordinance and related codes.

The Assistant Planning and Zoning Administrator meets with, explains, interprets and provides guidance regarding all zoning codes, and the zoning review process to residents and developers; reviews and prepares staff reports for Plan Commission and variance cases; reviews building plans of all types to determine compliance with zoning and sign regulations; and, assists with long range planning efforts. This position must also have thorough understanding of planning and zoning principles.

This position requires graduation from an accredited four-year college or university with a degree in planning, public administration or related field and 2 years of experience in municipal planning and zoning, or any equivalent combination of education and experience.

Compensation & Benefits

Hourly Rate Range: \$31.78 - \$40.20, commensurate with qualifications and experience. This is a non-exempt, AFSCME union position. The Village of Glendale Heights offers an excellent benefit package including health and dental insurance.

How to Apply

To apply, please submit an application plus a cover letter, resume and 3 professional references to:

Village of Glendale Heights
Attn: HR Division
300 Civic Center Plaza
Glendale Heights, IL 60139

All job offers are conditional upon the satisfactory outcome of pre-employment job related testing, drug screen and background check. Employees are required to have permanent residency within a 20-mile radius of the Village.

Posted; 10-27-16 applications being accepted until the position is filled.
An Equal Opportunity Employer.