



**VILLAGE OF WEST DUNDEE, ILLINOIS  
DIRECTOR OF COMMUNITY DEVELOPMENT/BUILDING OFFICIAL**

**Director of Community Development/Building Official, West Dundee, IL (population 7,686).** Historic, beautiful community with a charming downtown, West Dundee is 40 miles west of Chicago in Kane County, and part of the upper Fox River valley. The Village is proud of its small-town appeal, historical sites and vibrant residential neighborhoods. Since 2017, the community has experienced a resurgence of growth in the charming downtown and is anticipating the redevelopment of the retail opportunities offered by the former Spring Hill Mall. The Village also has two layered and active TIF Districts with substantial ongoing development.

The Village is seeking an experienced, progressive, collaborative professional with a strong background in community development and building activities who will be responsible for the oversight of a variety of functions including building inspection, code enforcement, permit issuance, property maintenance, inspections, and plan review. Last year, the Village issued nearly 450 building permits at a construction value of \$13.5 million.

On the horizon, the Village has \$80 million of proposed development. West Dundee encompasses five square miles and has 71 acres of parks and open space. There is potential for residential, commercial redevelopment and industrial annexation/development. The Director will manage a \$500,000 budget and three employees under their direct supervision. The Director is appointed by and reports to the Village Manager.

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in construction management, architecture, construction technology or a related field.
- Five to seven years of progressively responsible experience in design, construction or inspection of public, commercial, industrial and residential buildings with some supervisory responsibility is preferred.
- ICC certifications for Residential Building Inspector, Commercial Building Inspector, and Plans Examiner. Certified Building Official (CBO) certification preferred.
- Outstanding customer service skills and political acumen to deliver high level of customer service to the residents, internal partners and the business community.
- Demonstrate a record of creative problem solving in a team oriented environment.

Starting salary is \$120,000, depending on qualifications and experience. Residency is not

required. Apply online with résumé, cover letter, and contact information for 5 professional references by October 29, 2021 to Attn: Kathleen Rush, GovHR USA, 630 Dundee Road, Suite 225, Northbrook, IL 60062. Tel: 847/380-3240 Ext 122.

[Click HERE to Apply](#)