



Community Development GIS Assistant

Position Purpose: The purpose of this job within the organization is to provide the administrative coordination of all areas pertaining to the Community Development Department's goals of the Village of Maywood.

Essential Functions (list in order of importance including measures)

- Provides administrative coordination of all public and community meetings pertain to all aspects of Community Development i.e., TIF public hearings, Village Corridor Planning, Comprehensive Plan, Map amendments, and Zoning Ordinance changes.
- Provides all the clerical assistance for TIF joint board of review meetings and public hearings.
- Intakes and provides initial review of all land use applications (e.g., rezoning, annexation, and site plan approval), Business License (Com. Dev. portion), project assessments, Zoning interpretations.
- Assist Community Development department with the Cook County landbank programs and entities involved in property acquisition.
- Processing and forwarding to the Plan Commission/Zoning Board of Appeals applications for appeals, variations, special uses, map or text amendments or other matters on which the Plan Commission/Zoning Board of Appeals is required to review pursuant to law, or the Village's zoning regulations.
- Maintaining possession of appropriate records and files pertaining to the zoning regulations of the Village, including but not limited to, zoning maps, amendments, special uses, variations and appeals, ensuring annual adoption of the Zoning map by the Village Board.
- Facilitates Village's ArcGIS software; fields request for Maps from various Village Departments. Assist with all Village GIS projects and programs. Helps with all mapping for established and new TIFs and Zoning amendments.
- Gathers and prepares notice, agendas, and minutes for all boards, committees and commissions staffed by Community development.
- Communicates with contractors, residents, and project managers to answer questions, assist with interpretation of the code of ordinances in relation to building setbacks, conditional uses, re-zoning, annexations, and general development plans.
- Reviews permit applications for flat and over the counter zoning i.e., fences, single signs, and sheds etc. for compliance and approval or denial.
- Provide Clerical and coordination assistance in all Community Development efforts i.e. acquisitions, public hearings, ground breaking, grand openings, and grant billing/reporting.
- Assist with special projects as needed, schedules/ coordinates meeting with consultants to meet goals of Zoning /Planning projects.

General Job Requirements

- Bachelor's degree from an accredited college or university in Planning or GIS closely related field or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities.
- Certifications in ArcGIS or progress towards is required.
- Possession of and ability to maintain a valid State of Illinois Driver's License is required.

Submit Resumes to Jellekson@Maywood-il.org

The Village of Maywood is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Illinois law, which prohibits discrimination and harassment against any employees or applicants for employment based on race, color, sex (including married women and unmarried mothers), religion, age (40 or older), national origin, ancestry, marital status, protective order status, military status, unfavorable discharge from military service, sexual orientation (including actual or perceived orientation and gender identity), citizenship status, genetic information, ancestry, religion, pregnancy (including childbirth or medical or common conditions related to pregnancy or childbirth, past pregnancy condition and the potential or intention to become pregnant), certain arrest or criminal history records, homelessness (i.e., lack of a permanent mailing address or a mailing address that is a shelter or social services provider) and use of lawful products outside of work during nonworking hours. The Village will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law. The Village of Maywood welcomes diversity in the workplace and appreciates the gift it brings in serving others.