



Code Enforcement Officer (Part-Time)

Community Development/Administration Department

The Village of Lake Villa (pop. 8,471) is seeking a detail-oriented and service-focused professional to serve as a Part-Time Code Enforcement Officer. This position is responsible for investigating complaints, conducting inspections, and enforcing municipal codes to ensure compliance with property maintenance, zoning, and public health and safety regulations.

The ideal candidate will have strong communication skills, the ability to work independently, and a commitment to fair and consistent code enforcement.

About the Community

Located in northwestern Lake County, Lake Villa is a historic lakefront community known for its natural amenities, strong neighborhoods, and ongoing reinvestment in its downtown and residential areas. The Village is committed to maintaining high-quality development standards and responsive customer service.

What We're Looking For

We're looking for a dynamic, detail-oriented leader who thrives in a collaborative environment and is passionate about public service. The ideal candidate will have exceptional communication skills, a strong background in community and economic development, and the ability to manage high-profile projects. This position is perfect for someone who aspires to grow in their career and gain experience in all facets of professional local government management.

Key Responsibilities

- Conduct property inspections to ensure compliance with Village codes, ordinances, and regulations
- Investigate complaints related to nuisance conditions, zoning violations, and property maintenance issues
- Evaluate and document site conditions, including structures and surrounding properties
- Prepare written reports, notices of violation, and case documentation
- Communicate with property owners, residents, and contractors to explain violations and outline corrective actions
- Work collaboratively with Village staff and other agencies to resolve code enforcement matters
- Respond to citizen inquiries and follow up on reported concerns
- Maintain accurate records of inspections, correspondence, and enforcement actions

- Perform related duties as assigned

Education, Experience & Qualifications

- High school diploma or equivalent required; Associate's or Bachelor's degree in a related field preferred
- Prior experience in code enforcement, building inspection, zoning, or a related field preferred
- Working knowledge of municipal codes, property maintenance standards, and zoning regulations is desirable
- Valid driver's license with a satisfactory driving record

Compensation and Benefits

The anticipated starting hourly range for the position is \$20.00-22.00 DOQ. The position anticipates approximately 15-20 hours per week, depending on time of year, with flexible hours offered. Any offer of employment is contingent upon the successful completion of a background screening, drug testing and may include a pre-employment medical exam.

How to Apply

Interested candidates should submit an employment application, cover letter, resume, and contact information for at least three professional references to the Village of Lake Villa:

Village of Lake Villa – Human Resources

65 Cedar Avenue, Lake Villa, IL 60046

Email: hr@lake-villa.org

The Village of Lake Villa is an Equal Opportunity Employer