



*Application Deadline: Open until filled
First application review: March 2, 2018*

Now Hiring! Community Development Intern Health & Code Enforcement

DESCRIPTION:

The Village of Glenview's internship program is geared toward college students seeking to supplement their academic training, and expand their professional knowledge and skills in the municipal code enforcement field. The primary purpose of this position is to support Village staff in enforcement of Village regulations and codes adopted to maintain and promote health, safety, aesthetics, and welfare concentrating on public health and property maintenance. The intern will be assigned responsibility for the distribution of public notices, customer service, writing reports and performing analysis. Certain special projects will include, but not limited to, municipal code research, performing scheduled and unscheduled inspections related to property maintenance, health and sanitation and related municipal code enforcement efforts, such as weed and grass control, proper garbage/refuse storage and disposal, and insect/rodent control. Other related duties and projects as assigned. The position reports to the Inspectional Services Manager and Village Sanitarians.

QUALIFICATIONS:

The successful candidate will have a high school degree or equivalent, and be currently enrolled in (or recently graduated from) an accredited college or university, with an emphasis in Environmental/ Public/Community Health discipline, or closely-aligned field. Successful candidate will possess the ability to prepare and interpret reports, and analyze data using various computerized electronic media (e.g. MS Office, web-based programs, internet, etc.). Candidates must demonstrate organizational skills, including the ability to meet critical deadlines and multi-task. Basic understanding of Geographic Information Systems (GIS) is a plus. The ideal candidate will be able to demonstrate a commitment to public service, and should be an energetic, self-starter who can thrive in a team environment. Candidate must possess a valid driver's license. Outdoor site visits, sometimes in adverse weather conditions, is required. Village is seeking candidates who are able to commit to 37.5 hours per week for 11 weeks from May through August. Receiving an internship offer is contingent upon the candidate's successful completion of a background check, medical and drug screening.

SALARY/HOW TO APPLY:

Hourly Rate: \$13 per/hour, depending on past experience/internships.

This position is for 37.5 hours per week, 8:00 am to 4:00 pm, Monday through Friday, May 2018 through August 2018 (exact dates can be flexible with the candidate's school schedule, this internship will next exceed 11 weeks).

To apply, all candidates must visit www.glenview.il.us, click the orange *Government* tab on the navigation bar and select the *Health & Code Enforcement Intern* position under the *Employment* column to complete an employment application. The recruitment will remain open until the position is filled. To be considered in the first round, please apply by **5:00 p.m. on Friday March 2, 2018**. Attach your cover letter and resume as indicated. Emailed, mailed, faxed, or hand-delivered applications will be declined. For more information about the Village of Glenview, please visit our website at www.glenview.il.us.

Persons requiring reasonable accommodations under the Americans with Disabilities Act are asked to contact the Human Resources Division at 847-904-4370.

THE VILLAGE OF GLENVIEW IS AN EQUAL OPPORTUNITY EMPLOYER