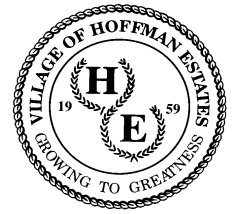


# EMPLOYMENT OPPORTUNITY

## VILLAGE OF HOFFMAN ESTATES

### CODE ENFORCEMENT MANAGER



The Village of Hoffman Estates is seeking a detail oriented and collaborative team leader who wants to make a difference in local government! Your days will be fast paced as you lead and mentor your team of Code Enforcement Officers and support staff through a variety of property maintenance and rental program issues and the enforcement of Village Codes on residential and commercial properties. You will collaborate with other Village departments and legal staff on a regular basis to gather case information and to prepare for the court hearing process. As **Code Enforcement Manager** you will provide advanced technical support to the Village Inspectors and work closely with the Building Official. Customer service and communication are key to your success as you respond to and interact extensively with residents, business owners, property owners, attorneys, consultants, employees and others within and outside the organization

Highly qualified candidates will possess the following **key competencies**:

- Ability to read and interpret procedures, codes, and ordinances, including a working knowledge of Hoffman Estates Codes.
- Ability to provide excellent customer service and establish effective working relationships with residents, business owners, inspectors, Village employees and the general public.
- Ability to multi-task and handle a large volume of work in a timely manner.
- Ability to supervise, mentor and educate direct report staff.
- Ability to obtain ACCE Certified Code Enforcement Administrator Designation within 2 years.
- Ability to apply critical listening and thinking skills in a variety of contexts.

#### REQUIREMENTS

Ability to obtain ACCE Certified Code Enforcement Administrator Designation within 2 years.

Valid State of Illinois Class "D" Driver's License.

Four to ten years work experience in Code Enforcement, Public Administration or a related field. One to two years supervisory experience preferred.

Associates degree or equivalent work experience in Code Enforcement, Property Maintenance, Public Administration or closely related field.

Experience with online research, DACRA court case management software, Adobe, and webpage maintenance.

#### HOURS/SCHEDULE

40 hours per week, Monday – Friday between 8:00a.m. – 5:00p.m.

#### COMPENSATION

Salary range of \$80,154 - \$113,818

**Starting salary DOQ.**

Competitive benefit package which includes: health, dental, vision, and life insurance, medical and dependent care flexible spending accounts, a retirement pension plan through the Illinois Municipal Retirement Fund, paid holidays, paid vacation, sick leave, tuition reimbursement, and more.

## **ABOUT THE COMMUNITY**

The Village of Hoffman Estates, Illinois, founded in 1959, is located in suburban Cook County, approximately 30 miles from the City of Chicago. With a population of over 50,000, Hoffman Estates is a full-service community. The mission of the Village of Hoffman Estates is to continually improve the quality of life for our residents and business community by providing responsive and efficient municipal services. Hoffman Estates' strategic location along the Golden Corridor of Interstate 90 provides excellent access to all major attractions within the Chicagoland region and the Midwest. Over 26,000 people are employed by the more than 800 businesses operating in Hoffman Estates. Recently ranked one of the best places to live in Illinois, the Village of Hoffman Estates offers high-quality schools, parks, entertainment and recreational opportunities, as well as a variety of housing options.

## **FOR MORE INFORMATION AND TO APPLY:**

**VISIT THE VILLAGE'S CAREER PORTAL:** [www.hoffmanestates.org/employment](http://www.hoffmanestates.org/employment)

**Please submit a resume with completed employment application.**

**APPLICATION DEADLINE: 09/14/2025, OR UNTIL FILLED**

**APPLICATIONS WILL BE REVIEWED AS THEY ARE RECEIVED**

**VILLAGE OF HOFFMAN ESTATES 1900 HASSELL RD HOFFMAN ESTATES IL 60169 847.781.2690**

*Hoffman Estates is an Equal Opportunity Employer and complies with all applicable  
Federal, State and local laws regarding employment.*