

COMMISSIONERS

Elizabeth Dixon
Accounts & Finance
Warren Wietting
Public Property
James "Moose" Mikel
Public Health & Safety
Dale Walsh
Streets & Alleys

CITY OF BRAIDWOOD

141 West Main Street
Braidwood, Illinois 60408
(815) 458-2333
Fax (815) 458-6074
www.braidwood.us



City Clerk
Sarah Weaver

Mayor
Todd Lyons

City Manager
Steve Gulden

City of Braidwood – Job Posting

Part-Time Zoning Clerk

Application Deadline: Extended to Monday, July 14, 2025, at 3:00 PM

The City of Braidwood is now accepting applications for the position of **Part-Time Zoning Clerk**. This position is for **24 hours per week** and reports to the **City Administrator, Mayor, and Finance Commissioner**.

Position Summary:

The Zoning Clerk performs a variety of administrative and clerical duties related to planning and zoning, code enforcement, land use regulations, and general office support as needed. This role supports the City Administrator and the Planning and Zoning Commission in ensuring compliance with City Ordinances, Zoning Codes, and Land Use Development Policies.

Primary Responsibilities:

- Serve as the primary point of contact for zoning-related inquiries from residents, developers, and city staff.
- Accept, log, and process zoning applications, variance requests, permits, and other related documents.
- Maintain organized and accurate zoning and land use records, both physical and digital.
- Schedule meetings, prepare agendas, and take and transcribe minutes for the Planning and Zoning Commission.
- Assist with preparing and distributing public notices, legal postings, and mailings.
- Respond to Freedom of Information Act (FOIA) requests pertaining to zoning and land use matters.
- Provide administrative support for code enforcement activities, including complaint tracking and correspondence.
- Track zoning violations and assist with follow-up communications.
- Coordinate with the City Engineer or GIS staff to update maps and zoning databases.
- Perform additional clerical and support duties as assigned by the City Administrator or Zoning Officer.

Application Information:

Applications are available on our website at www.braidwood.us or in person at City Hall.
All applications must be submitted by Monday, July 14, 2025, at 3:00 PM.