



FY 2026 BUDGET
Departmental Personnel Request for New Positions

Your initial request for a new position must be submitted with your draft budget. Your request will be reviewed and must be given conditional approval by the Finance Department and the Village Manager before being included in the budget. Requests that have received conditional approval will be forwarded to the Human Resource Department for further research and will also likely require Village Board approval in conjunction with the budget.

Department & Division:	Neighborhood Services - Neighborhood Programs Division
Fund:	1001
Program:	N/A
Suggested job title:	Licensing Coordinator
Union (if Relevant):	No
Provide a brief description of function and/or need for the requested position.	<p>This position would be responsible for coordinating and participating in the more complex and difficult work of staff assigned to the Village’s housing licensing and registration programs, including for rental units, condominiums, short-term rentals, and vacant buildings.</p> <p>The Neighborhood Programs Division executes both grant programs (residential rehab, emergency rehab, small rental rehab, energy efficiency, sewer-backup protection) and licensing/registration programs (rental licensing, condo registration, short-term rental licensing, vacant building registration). Currently the Neighborhood Programs Manager and Housing Programs Coordinator work collaboratively to manage and accomplish this work, with support from an Account Clerk II and a Community Development Inspector. This added position would allow the department to improve its outcomes in both grant programs and licensing programs by splitting oversight further.</p> <p>The Licensing Coordinator would focus on the aforementioned licensing and registration programs. Staff evaluated the degree of noncompliance with these programs and identified staff capacity as a major factor. More staff time is needed to follow up on outstanding license and registration fees (estimated at upwards of \$17,000 annually) and keep</p>

	<p>records up to date to ensure that applicants are registering properties.</p> <p>With this change, the Housing Programs Coordinator would narrow, focusing on coordinating work on the aforementioned grants, reducing the amount of time that applicants wait to be reimbursed. This time has increased with the recent round of energy efficiency grants. Previous analysis indicates that the amount of time that team members can devote to supporting applicants directly impacts whether they submit applications for grant opportunities.</p>
Anticipated Annual Wages:	\$79,925 and \$23,980 in benefits
Expected/Requested Hire Date:	June 30, 2026
Has this position existed in the past?	Yes No
If yes, define why it was eliminated or removed from the budget.	
For HR Use Only	<p>Documents to be attached:</p> <ul style="list-style-type: none"> Position Audit Draft job description Wage factoring worksheet HR Approval