

Margaret R. Linnane

Objective

To continue my volunteer efforts with local government agencies utilizing my 29 years of experience and training.

Experience

1984-Present Village of Glendale Heights Glendale Heights, IL

Assistant Planning and Zoning Administrator (1994-present, Community Development Department)

- Assist in the development of long and short range plans
- Coordinate department activities
- Provide information on land use and zoning applications, ordinances, codes, plans and related planning programs
- Communicate official plans, programs, policies and procedures to staff and the public
- Evaluate land use proposals for compliance with established regulations and ordinances
- Assist department staff in the enforcement of local ordinances and in interpreting local codes
- Prepare updates for various maps
- Assist public with inquiries regarding local planning, zoning regulations and flood plain information
- Review zoning applications for compliance with established ordinances and local regulations; solicit input from staff, schedule hearings, monitor and enforce compliance with regulations; prepare reports and related data for Plan Commission, Appearance Commission, Zoning Administrator and Village Board
- Review business license applications for compliance with zoning and related regulations
- Update statistical reports for the Census Bureau, Illinois Department of Commerce and Community Affairs, DuPage County, and other Federal, State and County agencies
- Assist in maintenance of department's computerized permitting system and maintain Village's computerized address file
- Maintain the Plan Commission files and Village's historical records
- Act as assistant to the Director of Community Development, including taking charge of the department in her absence
- Oversee office staff and department responsibilities

Assistant Zoning Administrator (1989-1994, Community Development Department)

- Review zoning applications for compliance with established ordinances and local regulations

- Provide information on land use and zoning applications, ordinances, codes, plans and related planning programs
- Convert the department from a paper system to computerized system including all entry of Village addresses, codes, permit information

Property Resource Officer (1987-1989, Community Development Department)

- Conduct inspections of residential dwelling units for compliance with Property Maintenance Code
- Conduct and maintain records for the Neighborhood Walk Program

Secretary (1986-1987, Community Development Department)

- Prepare correspondence for department director; take, transcribe and distribute meeting minutes
- Maintain department budget
- Scheduled department training and meetings

Receptionist (1984-1986, Community Development Department)

- Answer incoming telephone calls, receive public and assist residents and commercial users in completion of department forms, applications, etc.
- Maintain filing system
- Schedule inspections of residential, commercial and industrial properties
- Cash register use and balancing
- Type department memos, forms and correspondence

Act as Staff Liaison to the following committees

- 1994-present - Plan Commission
- 2007-present - Appearance Commission
- 1989-present - Zoning Board of Appeals
- 1984-2002 - Economic Development Commission

Organizations

2010-2013 - City of Aurora's Block Grant Working Committee

2003-2013 - City of Aurora's 9th Ward Committee

1998-2002 - Village of Glendale Heights Historical Committee

1993-1998 - President of AFSCME Local 3768, which included serving on the Negotiating Committee in 1994, 1996 and 1998

1984-1986 - Village of Glendale Heights Recreation Committee

1983-present - Village of Glendale Heights Founder's Day Committee