

CHAPTER 31: VILLAGE OFFICIALS

Section

General Provisions

- 31.01 Qualifications
- 31.02 Oath; bond
- 31.03 Further duties
- 31.04 Compensation
- 31.05 Removal from office
- 31.06 Resignation
- 31.07 Date of inauguration of newly elected officials

President

- 31.20 Election; term; vacancy
- 31.21 Powers and duties
- 31.22 Compensation

Clerk

- 31.35 Election; term; vacancy
- 31.36 Duties
- 31.37 Compensation

Treasurer

- 31.40 Appointment; term; vacancy
- 31.41 Duties

Village Administrator

- 31.50 Creation of office; tenure
- 31.51 Appointment; absence or disability
- 31.52 Bond and oath
- 31.53 Powers and duties of the Village Administrator
- 31.54 Powers and duties as to village administration

Matteson - Administration*Deputy Village Administrator*

- 31.65 Creation of office; tenure
- 31.66 Powers and duties

Director of Community Development

- 31.75 Office created; appointment
- 31.76 Duties
- 31.77 Compensation

Human Resource Director

- 31.80 Office created
- 31.81 Duties

Other Officials

- 31.85 Appointment of other village officials
- 31.86 Duties and fees; bond
- 31.87 Certificate of appointment
- 31.88 Duty to successor

GENERAL PROVISIONS**§ 31.01 QUALIFICATIONS.**

(A) A person is not eligible for an elective village office unless that person is a qualified elector of the village and has resided in the village at least one year next preceding the election or appointment, except as provided in ILCS Ch. 65, Act 5, §§ 3.1-20-25(c), 3.1-25-75(b), 5-2-2, or 5-2-11. A person is not eligible for an elective village office if that person is in arrears in the payment of a tax or other indebtedness due to the village or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. (ILCS Ch. 65, Act 5, § 3.1-10-5(a),(b))

(B) No person shall be eligible for any appointive village office unless that person is a qualified elector of the village or otherwise provided by law. The residency requirements do not apply, however, to village engineers, health officers, attorneys, or other officers who require technical training or knowledge, to an appointed village treasurer, or to an appointed village collector (unless the village has designated by ordinance that the village clerk shall hold the office of collector). The village may adopt ordinances that allow their firefighters and police officers to reside outside the corporate limits of the

village both at the time of employment and while serving as a firefighters or police officer. (ILCS Ch. 65, Act 5, § 3.1-10-6)

Statutory reference:

Appointment of President or Trustees to other offices prohibited, see ILCS Ch. 50, Act 105, § 2

§ 31.02 OATH; BOND.

(A) Before entering upon the duties of their respective offices, all village officers, whether elected or appointed, shall take and subscribe the following oath:

I do solemnly swear that I will support the constitution of the United States, and the constitution of the state of Illinois, and that I will faithfully discharge the duties of the office of _____ according to the best of my ability.

(B) This oath, so subscribed, shall be filed in the office of the Clerk.

(C) Before entering upon the duties of their respective offices, all village officers, except Trustees, shall execute a bond with security, to be approved by the Board of Trustees. The bond shall be payable to the village in the penal sums set forth by ordinance as may be amended from time to time, conditioned upon the faithful performance of the duties of the office and the payment of all money received by such officer, according to law and also the ordinances of the village. Such bond may provide that the obligation of the sureties shall not extend to any loss sustained by the insolvency, failure, or closing of any bank or savings and loan association organized and operating either under the laws of the state or the United States wherein such officer has placed funds in his/her custody, if the bank or savings and loan association has been approved by the Board of Trustees as a depository for these funds. The Treasurer's bond shall be an amount of money that is not less than three times the latest federal census population or any subsequent census figure used for Motor Fuel Tax purposes. These bonds shall be filed with the Clerk, except the bond of the Clerk, which shall be filed with the Treasurer.

(ILCS Ch. 65, Act 5, § 3.1-10-25, 3.1-10-30)

§ 31.03 FURTHER DUTIES.

Every officer shall perform such duties, in addition to those which may be prescribed by law, and be subject to such other rules and regulations, as the Board of Trustees may provide by ordinance.

(ILCS Ch. 65, Act 5, § 3.1-10-40)

§ 31.04 COMPENSATION.

(A) All village officers, except as otherwise provided, shall receive the salary or other compensation that is fixed by ordinance. Salaries or other compensation shall not be increased or diminished, so as to take effect during the term of any elected village officer. The salaries, fees, or other compensation

of any appointed village officer, not including those appointed to fill vacancies in elective offices, may be increased but not diminished so as to take effect during the term for which the officer was appointed. (ILCS Ch. 65, Act 5, § 3.1-50-5)

(B) The Board of Trustees may fix the salary of all village officers and employees, in the annual appropriation ordinance or budget ordinance. They may fix the salary of all officers who are elected for a definite term in an ordinance other than the appropriation or budget ordinance. Salaries which are fixed in the annual appropriation ordinance shall neither be increased nor diminished during the fiscal year for which the appropriation is made. Salaries which are fixed by ordinance for those officers who are elected for a definite term shall neither be increased nor diminished during that term, and shall be fixed 180 days before the beginning of the terms of the officers whose compensation is to be fixed.
(ILCS Ch. 65, Act 5, § 3.1-50-10)

(C) In addition, every elected officer shall be able to receive the same health and life insurance benefits received by regular, full-time management and unrepresented village employees, as that may be changed from time to time. Elected officials opting to receive this benefit must contribute toward the payment of insurance premiums at the same rate as regular, full-time management and unrepresented village employees covered by the village health and life insurance plan(s).
(Ord. 2005, passed 10-4-2004; Am. Ord. 2021, passed 3-21-2005)

Cross-reference:

Compensation of President, see § 31.22

Compensation of Trustees, see § 30.04

§ 31.05 REMOVAL FROM OFFICE.

Except where otherwise provided by statute, the President may remove any officer appointed by him/her under ILCS Ch. 65, Act 5 and this chapter, on any written charge, whenever he/she is of the opinion that the interests of the village demand removal, but he/she shall report the reasons for the removal to the Board of Trustees at a meeting to be held not less than five nor more than ten days after the removal. If the President fails or refuses to report to the Board of Trustees the reasons for the removal, or if the Board of Trustees by a two-thirds vote of all its members authorized by law to be elected, disapproves of the removal, the officer thereupon shall be restored to the office from which he/she was removed. The vote shall be by yeas and nays, which shall be entered upon the Board's journal. Upon restoration, the officer shall give a new bond and take a new oath of office. No officer shall be removed a second time for the same offense.
(ILCS Ch. 65, Act 5, § 3.1-35-10)

§ 31.06 RESIGNATION.

Any appointed officer of the village may resign from his or her office. If an appointed officer resigns he/she shall continue in office until a successor has been chosen and has qualified.
(ILCS Ch. 65, Act 5, § 3.1-30-5(d))

§ 31.07 DATE OF INAUGURATION OF NEWLY ELECTED OFFICIALS.

The term of all elected municipal officers shall commence, and the newly elected officers shall be inaugurated, at the first regular or special meeting of May following the proclamation of the results of the regular municipal election at which the officers were elected.

(Ord. 1813, passed 6-4-2001)

PRESIDENT**§ 31.20 ELECTION; TERM; VACANCY.**

(A) As set forth in ILCS Ch. 65, Act 5, § 3.1-15-5, the President shall be elected by the electors of the village at a general village election held therein.

(B) As set forth in ILCS Ch. 65, Act 5, § 3.1-15-10, the President shall hold his/her office for a term of four years and until his/her successor is elected and has qualified. The four-year term for President may be changed to two years pursuant to ILCS Ch. 65, Act 5, § 3.1-10-65.

(C) Whenever a vacancy in the office of President occurs during his/her term, the vacancy shall be filled for the remainder of the term in the manner provided in ILCS Ch. 65, Act 5, §§ 3.1-10-50 and 3.1-10-55. During the period from the time that the vacancy occurs until a President is elected, and has qualified, the vacancy may be filled by the appointment of an Acting President by the Board of Trustees.

Cross-reference:

Commence of term, see § 30.02(C)

§ 31.21 POWERS AND DUTIES.

(A) As set forth in ILCS Ch. 65, Act 5, § 3.1-45-5, the President of the village shall be President of the Board of Trustees thereof and shall preside at all meetings of the Board. He/she shall devote to the duties of his/her office whatever time the faithful discharge thereof may require.

(B) The President shall perform all the duties which are prescribed by law, including the Municipal Code and village ordinances, and shall take care that the laws and ordinances are faithfully executed. The President from time to time may, and annually shall, give the Board of Trustees information relative to the affairs of the village, and may recommend for their consideration measures as he/she believes expedient. (ILCS Ch. 65, Act 5, § 3.1-35-5)

(C) The President shall have the power to administer oaths and affirmations upon all lawful occasions. (ILCS Ch. 65, Act 5, § 3.1-15-20)

(D) The President at all times may examine and inspect the books, records, and papers of any agent, employee, or officer of the village. (ILCS Ch. 65, Act 5, § 3.1-35-20)

(E) The President may designate in writing another person to affix the signature of the President to any written instrument or instruments required to be signed by the President. The President shall send written notice of this designation to the Board of Trustees, stating the name of the person whom he/she has selected and what instrument or instruments the person will have authority to sign. A written signature of the President executed by the person so designated, with the signature of the person so designated underneath, shall be attached to the notice. The notice, with the signatures attached, shall be recorded in the journal of the Board and then filed with the Village Clerk. When the signature of the President is placed on a written instrument at the direction of the President in the specified manner, the instrument or instruments, in all respects, shall be as binding on the village as if signed by the President in person. (ILCS Ch. 65, Act 5, § 3.1-35-30)

(F) If the President is temporarily absent because of an incapacity to perform official duties, but the incapacity does not create a vacancy in the office, the Board of Trustees shall elect one of their members to act as President Pro Tem. The President Pro Tem, during this absence or disability, shall perform the duties and possess all the rights and powers of the President but shall not be entitled to vote both as President Pro Tem and as Trustee. In the absence of the President, Acting President, and President Pro Tem, the Board of Trustees may elect one of their members to act as temporary chairperson. The temporary chairperson shall have only the powers of a presiding officer and a right to vote only in the capacity as Trustee on any ordinance, resolution or motion. (ILCS Ch. 65, Act 5, § 3.1-35-35)

Statutory reference:

Duties as conservator of the peace, see ILCS Ch. 65, Act 5, § 3.1-15-25

§ 31.22 COMPENSATION.

The salary of the Village President is hereby fixed at the sum of \$10,500 per fiscal year or such sum as is appropriate for any partial year served, paid on a bi-weekly basis. (Ord. 1837, passed 3-18-2002; Am. Ord. 2004, passed 10-4-2004)

CLERK**§ 31.35 ELECTION; TERM; VACANCY.**

At every other election for Trustees, a Clerk shall also be elected who shall hold office for a four-year term. Whenever a vacancy in the office of a Clerk elected under this section occurs during the term, the vacancy shall be filled for the remainder of the term at the next general village election as provided by ILCS Ch. 65, Act 5, § 3.1-10-50. During the period from the time that the vacancy occurs until a Clerk is elected, as provided in this section, and has qualified, the vacancy may be filled by the appointment of an Acting Clerk by the President with the advice and consent of the Board of Trustees.

(ILCS Ch. 65, Act 5, § 3.1-25-90)

Cross-reference:

Commence of term, see § 30.02(C)

§ 31.36 DUTIES.

(A) The Clerk shall keep the corporate seal, to be provided by the Board of Trustees, and all papers belonging to the village the custody and control of which are not given to other officers. The Clerk shall attend all meetings of the Board of Trustees, and keep a full record of its proceedings in the journal. The record of those proceedings shall be made available for public inspection within ten days after being approved or accepted by the Board of Trustees as the official minutes of their proceedings. Copies of all papers duly filed in the Clerk's office, and transcripts from the journals and other records and files of the Clerk's office, certified by the Clerk under the corporate seal, shall be evidence in all courts in the same manner as if the originals were produced. (ILCS Ch. 65, Act 5, § 3.1-35-90)

(B) The Clerk shall perform such duties, in addition to those which may be prescribed by law, and be subject to such other rules and regulations, as the Board of Trustees may provide by ordinance. (ILCS Ch. 65, Act 5, § 3.1-10-40)

(C) The Clerk shall appoint the various clerks and subordinates in hisher office which the Board of Trustees may authorize, and shall be held responsible, severally, for the fidelity of all persons so appointed by him. This power, however, is subject to the provisions of ILCS Ch. 65, Act 5, §§ 10-1-1 *et seq.* The power of the Clerk is also subject to the provisions of ILCS Ch. 65, Act 5, § 3.1-30-10. (ILCS Ch. 65, Act 5, § 3.1-10-45)

(D) The Clerk shall have power to administer oaths and affirmations upon all lawful occasions. (ILCS Ch. 65, Act 5, § 3.1-15-20)

Statutory reference:

Clerk authorized to hold office of Comptroller or of Collector, see ILCS Ch. 65, Act 5, §§ 3.1-35-115, 3.1-35-130, and 3.1-35-135

§ 31.37 COMPENSATION.

The salary of the Municipal Clerk is hereby fixed at the sum of \$11,000 per fiscal year or such sum as is appropriate for any partial year served, paid on a bi-weekly basis. (Ord. 1837, passed 3-18-2002; Am. Ord. 2004, passed 10-4-2004)

TREASURER**§ 31.40 APPOINTMENT; TERM; VACANCY.**

(A) The President, by and with the advice and consent of the Board of Trustees, shall appoint a Village Treasurer. (ILCS Ch. 65, Act 5, § 3.1-30-5)

(B) *Vacancy by resignation.* A resignation is not effective unless it is in writing, signed by the person holding the elective office, and notarized.

(1) Unconditional resignation. An unconditional resignation by a person holding the elective office may specify a future date, not later than 60 days after the date the resignation is received by the officer authorized to fill the vacancy, at which time it becomes operative, but the resignation may not be withdrawn after it is received by the officer authorized to fill the vacancy. The effective date of a resignation that does not specify a future date at which it becomes operative is the date the resignation is received by the officer authorized to fill the vacancy. The effective date of a resignation that has a specified future effective date is that specified future date or the date the resignation is received by the officer authorized to fill the vacancy, whichever date occurs later.

(2) Conditional resignation. A resignation that does not become effective unless a specified event occurs can be withdrawn at any time prior to the occurrence of the specified event, but if not withdrawn, the effective date of the resignation is the date of the occurrence of the specified event or the date the resignation is received by the officer authorized to fill the vacancy, whichever date occurs later.

(3) Vacancy upon the effective date. For the purpose of determining the time period that would require an election to fill the vacancy by resignation or the commencement of the 60-day time period referred to in ILCS Ch. 65, Act 5, § 3.1-10-50(e), the resignation of an elected officer is deemed to have created a vacancy as of the effective date of the resignation.

(4) Duty of the Village Clerk. If a resignation is delivered to the Village Clerk, the Village Clerk shall forward a certified copy of the written resignation to the official who is authorized to fill the vacancy within seven business days after receipt of the resignation. (ILCS Ch. 65, Act 5, § 3.1-10-50(a))

(C) The term of office of the Treasurer shall not exceed that of the President.

§ 31.41 DUTIES.

(A) (1) The Treasurer shall receive all money belonging to the village and shall keep his/her books and accounts in the manner prescribed by ordinance. These books and accounts shall always be subject to the inspection of any member of the Board of Trustees, provided, however, that the village may by ordinance designate a person or institution which, as bond trustee, shall receive from the County Collector amounts payable to the village as taxes levied pursuant to a bond issuance.

(2) The Treasurer shall keep a separate account of each fund or appropriation and the debits and credits belonging thereto.

(3) The Treasurer shall give every person paying money into the treasury a receipt, specifying the date of payment and upon what account paid. The Treasurer shall file copies of these receipts with the Clerk, with the Treasurer's monthly reports. If the Treasurer has in his/her possession money properly appropriated to the payment of any warrant lawfully drawn upon him, the Treasurer shall pay the money specified in this warrant to the person designated by the warrant. (ILCS Ch. 65, Act 5, § 3.1-35-40)

(B) At the end of every month, and more often if required by the Board of Trustees, the Treasurer shall render an account under oath to the Board of Trustees, or to an officer designated by ordinance, showing the state of the treasury at the date of the account and the balance of money in the treasury. The Treasurer shall accompany the account with a statement of all money received into the treasury and on what account, together with all warrants redeemed and paid by him. On the day he/she renders an account, these warrants, with all vouchers held by him, shall be delivered to the Clerk and filed, together with the account, in the Clerk's office. All paid warrants shall be marked "paid." The Treasurer shall keep a register of all warrants, which shall describe each warrant, showing its date, amount, and number, the fund from which paid, the name of the person to whom paid, and when paid. (ILCS Ch. 65, Act 5, § 3.1-35-45)

(C) (1) The Treasurer may be required to keep all funds and money in his/her custody belonging to the village in such places of deposit designated by ordinance. When requested by the Treasurer, the Board of Trustees shall designate one or more banks or savings and loan associations in which may be kept the funds and money of the village in the custody of the Treasurer. When a bank or savings and loan association has been designated as a depository, it shall continue as a depository until ten days have elapsed after a new depository is designated and has qualified by furnishing the statements of resources and liabilities as required by this section. When a new depository is designated, the Board of Trustees shall notify the sureties of the Treasurer of that fact in writing at least five days before the transfer of funds. The Treasurer shall be discharged from responsibility for all funds or money which he/she deposits in a designated bank or savings and loan association while the funds and money are so deposited.

(2) The Treasurer may require any bank or savings and loan association to deposit with the Treasurer securities or mortgages which have a market value at least equal to the amount of the funds or moneys of the village deposited with the bank or savings and loan association that exceeds the

insurance limitation provided by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation.

(3) The Treasurer is authorized to enter into agreements of any definite or indefinite term regarding the deposit, redeposit, investment, reinvestment, or withdrawal of village funds.

(4) (a) Notwithstanding any other provision of law, each official custodian of municipal funds, including without limitation each municipal treasurer or finance director, or each person properly designated as the official custodian for municipal funds, including without limitation each person properly designated as official custodian for funds held by an intergovernmental risk management entity, self-insurance pool, waste management agency, or other intergovernmental entity composed solely of participating municipalities, is permitted to:

1. Combine moneys from more than one fund of a single municipality, risk management entity, self-insurance pool, or other intergovernmental entity composed solely of participating municipalities for the purpose of investing such moneys;

2. Join with any other official custodians or treasurers of municipal, intergovernmental risk management entity, self-insurance pool, waste management agency, or other intergovernmental entity composed solely of participating municipalities for the purpose of jointly investing the funds of which the official custodians or treasurers have custody; and

3. Enter into agreements of any definite or indefinite term regarding the redeposit, investment, or withdrawal of municipal, risk management entity, self-insurance agency, waste management agency, or other intergovernmental entity funds.

(b) When funds are combined for investment purposes as authorized in this division, moneys combined for those purposes shall be accounted for separately in all respects, and the earnings from such investment shall be separately and individually computed, recorded, and credited to the fund, municipality, intergovernmental risk management entity, self-insurance pool, waste management agency, or other intergovernmental entity, as the case may be, for which the investment was acquired.

(c) Joint investments shall be made only in investments authorized by law for investment of municipal funds. The grant of authority contained in this division is cumulative, supplemental, and in addition to all other power or authority granted by any other law and shall not be construed as a limitation of any power and authority otherwise granted.

(5) No bank or savings and loan association shall receive public funds as permitted by this section unless it has complied with the requirements established by ILCS Ch. 30, Act 235, § 6. (ILCS Ch. 65, Act 5, § 3.1-35-50)

(D) The Treasurer shall keep all money belonging to the village and in his/her custody separate and distinct from his/her own money and shall not use, either directly or indirectly, the village's money or warrants for the personal use and benefit of the Treasurer or of any other person. Any violation of this

provision shall subject him/her to immediate removal from office by the Board of Trustees, who may declare the Treasurer's office vacant. (ILCS Ch. 65, Act 5, § 3.1-35-55)

(E) (1) The Treasurer shall report to the Board of Trustees, as often as they require, a full and detailed account of all receipts and expenditures of the village, as shown by his/her books, up to the time of the report. (ILCS Ch. 65, Act 5, § 3.1-35-60)

(2) Any Treasurer who fails, neglects, or refuses to discharge any duty imposed on him, or who violates any provisions of ILCS Ch. 65, Act 5, §§ 3.1-35-65 through 3.1-35-80, is guilty of a petty offense, and, upon conviction thereof, shall be fined not less than \$25 nor more than \$100 in addition to any other penalties prescribed by law. (ILCS Ch. 65, Act 5, § 3.1-35-80)

(F) All money received on any special assessment shall be held by the Treasurer as a special fund to be applied to the payment of the improvement for which the assessment was made, and the money shall be used for no other purpose, except to reimburse the village for money expended for such improvement. (ILCS Ch. 65, Act 5, § 3.1-35-85)

(G) Deposits.

(1) The Treasurer may deposit funds in a savings and loan association, savings bank, or state or national bank in this state. When deposits become collected funds and are not needed for immediate disbursement, they shall be invested within two working days at prevailing rates or better. The Treasurer may require the bank, savings bank, or savings and loan association to deposit with him/her securities guaranteed by agencies and instrumentalities of the federal government equal in market value to the amount by which the funds deposited exceed the federally insured amount. The Treasurer may accept as security for public funds deposited in such bank, savings bank, or savings and loan association any securities or other eligible collateral authorized by ILCS Ch. 520, §§ 11 and 11.1 or ILCS Ch. 30, Act 235, § 6. The Treasurer is authorized to enter into an agreement with any bank, savings bank, or savings and loan association, with any federally insured financial institution or trust company, or with any agency of the U.S. government relating to the deposit of securities.

(2) The Treasurer shall be discharged from responsibility for any funds for which securities are so deposited with him or her, and the funds for which securities are so deposited shall not be subject to any otherwise applicable limitation as to amount.

(3) No bank, savings bank, or savings and loan association shall receive public funds as permitted by this section, unless it has complied with the requirements established pursuant to ILCS Ch. 30, Act 235, § 6.
(ILCS Ch. 30, Act 225, § 1)

VILLAGE ADMINISTRATOR**§ 31.50 CREATION OF OFFICE; TENURE.**

(A) There is hereby created the office of Village Administrator, an administrative office of the village.

(B) The Village Administrator shall be appointed by the President with the advice and consent of the Board of Trustees.

('79 Code, § 31.95) (Ord. 1132, passed 3-15-82; Am. Ord. 4000, passed 5-11-2009; Am. Ord. 4001, passed 5-11-2009)

§ 31.51 APPOINTMENT; ABSENCE OR DISABILITY.

(A) The Village President shall appoint the Village Administrator with the advice and consent of the Board of Trustees. In making the appointment, the President shall consider the executive and administrative qualifications and experience of each applicant. At the time of appointment, the person so appointed shall not be required to be a resident of the village.

(B) During the absence or disability of the Village Administrator, the President may appoint a qualified person to act as Village Administrator Pro Tempore to perform the duties of this office or may direct the Deputy Village Administrator to act as Village Administrator Pro Tempore to perform the duties of this office.

('79 Code, § 31.96) (Ord. 1132, passed 3-15-82; Am. Ord. 4000, passed 5-11-2009; Am. Ord. 4001, passed 5-11-2009)

§ 31.52 BOND AND OATH.

(A) Before entering on the duties of his/her office, the Village Administrator shall furnish a surety bond in the amount of \$75,000 approved by the Board of Trustees, this bond to be conditioned on the faithful performance of his/her duties. The premium of the bond shall be paid by the village.

(B) Before entering on the duties of his/her office, the Village Administrator shall take and subscribe the oath prescribed by ILCS Ch. 65, Act 5, § 3.1-10-25.

('79 Code, § 31.97) (Ord. 1132, passed 3-15-82)

§ 31.53 POWERS AND DUTIES OF THE VILLAGE ADMINISTRATOR.

(A) The Village Administrator shall be the chief administrative officer of the village and shall be responsible to the President and Board of Trustees for the administration and operation of the affairs and all of the departments of the village.

(B) The Village Administrator shall be authorized to make expenditures up to \$1,000 without prior authorization by the Board of Trustees; provided, however, all expenditures and payments, regardless of amount, shall be subject to the confirmation or approval of the Board of Trustees and to the limitations imposed by the adoption of the annual budget and the annual appropriation.

(C) He or she shall attend all meetings of the Board of Trustees unless excused therefrom by the Board of Trustees. He or she shall have the privilege of taking part in the discussion of all matters coming before the Board of Trustees and shall be entitled to notice of all meetings, regular and special, of the Board of Trustees.

(D) He or she shall make investigations into the affairs of the village or any department or division thereof and shall investigate all complaints in relation to matters concerning village services and village administration.

(E) He or she shall devote his or her entire time to the discharge of official duties.

(F) He or she shall be responsible to respond to and advise the Village President and Board of Trustees on issues affecting any and all aspects of the village to the best of his or her ability and competence.

(G) To the extent required by ordinance, he or she shall advise and consult with the Village President regarding hiring, assignment, promotion and firing of employees in all departments except police and fire.

(H) He or she shall perform all other duties required of him or her by the Board of Trustees, consistent with the village ordinances or state law.
('79 Code, § 31.98) (Ord. 1132, passed 3-15-82; Am. Ord. 4001, passed 5-11-2009)

§ 31.54 POWERS AND DUTIES AS TO VILLAGE ADMINISTRATION.

In addition to the duties outlined in § 31.53 above, the Village Administrator shall perform the duties herein provided:

(A) The Village Administrator shall be the chief administrative officer of the village and shall be responsible to the President and to the Board of Trustees for the administration and operation of all the affairs and the departments of the village. As the administrative officer, he/she shall have the administration and control of all matters and things pertaining to the operation and maintenance of the properties of the village and all of the departments of the village, including, but not limited to the Department of Public Works, the Fire Department, the Police Department, the Water Department, the Health Department, the Community Development Department, and the general offices of the village. He/she shall also have supervision of those administrative agencies, departments, and officers as may be hereafter created by the Board of Trustees, unless the administration and control of these departments and officers is expressly delegated elsewhere. He/she shall perform his/her duties in conformity with the rules of the Police and Fire Commission.

Matteson - Administration

(B) Specifically, but not in limitation of the above, he/she shall have the following additional powers and duties:

(1) The Village Administrator shall make all necessary purchases of supplies and equipment for all departments of the village. For that purpose, he/she is authorized to make expenditures to \$2,500 or less without preliminary authorization by the Board of Trustees; however, all expenditures and payments, regardless of amount, shall be subject to the confirmation or approval of the Board of Trustees and to the limitations imposed by the adoption of a budget or special appropriation.

(2) He/she shall attend all meetings of the Board of Trustees unless excused therefrom by the Board of Trustees, except when his/her removal is under consideration by the Board of Trustees. He/she shall have the privilege of taking part in the discussion of all matters coming before the Board of Trustees and shall be entitled to notice of all meetings, regular and special, of the Board of Trustees.

(3) He/she shall make investigations into the affairs of the village or any department or division thereof and shall investigate all complaints in relation to matters concerning village services and village administration.

(4) He/she shall have the power to appoint and to discharge any employee of the village exclusive of employees and officers of the Police Department and exclusive of regular Firemen employed on a full-time basis, and as to said excluded employees he/she shall make his/her recommendations to the Police and Fire Commission. Upon discharging any employee he/she shall submit to the Board of Trustees at the next meeting following such removal a statement concerning said removal and the reasons therefor.

(5) He/she shall devote his/her entire time to the discharge of official duties.

(6) He/she shall perform all other duties required of him/her by the Board of Trustees, consistent with the village ordinances or state law.
('79 Code, § 31.99) (Ord. 1132, passed 3-15-82; Am. Ord. 4000, passed 5-11-2009)

DEPUTY VILLAGE ADMINISTRATOR**§ 31.65 CREATION OF OFFICE; TENURE.**

(A) There is hereby created the office of Deputy Village Administrator, an administrative office of the village.

(B) The Deputy Village Administrator shall be appointed by the President with the advice and consent of the Board of Trustees.
('79 Code, § 31.110) (Ord. 1476, passed 8-19-91; Am. Ord. 4000, passed 5-11-2009; Am. Ord. 4001, passed 5-11-2009)

§ 31.66 POWERS AND DUTIES.

(A) In the absence of the Village Administrator, the Deputy Village Administrator shall be the Village Administrator Pro Tempore and shall assume all of the powers and duties of the Village Administrator, as and when directed by the Village President.

(B) He or she shall report to the Village Administrator and perform all other duties and management assignments required of him or her by the Village President and the Board of Trustees consistent with village ordinances or state law.

(C) The Village Administrator and Deputy Village Administrator shall communicate on an on-going basis regarding the status of projects, operational matters, budgetary, personnel and other major management issues or ordination-wide concern in order to insure effective overall continuity and management control.

(D) He or she shall attend all meetings of the Board of Trustees, unless excused therefrom by the Village Administrator or the Board of Trustees. He or she shall have the privilege of taking part of the discussion of all matters coming before the Board of Trustees, and shall be entitled to notice of all meetings, regular and special, of the Board of Trustees.

('79 Code, § 31.111) (Ord. 1476, passed 8-19-91; Am. Ord. 4001, passed 5-11-2009)

DIRECTOR OF COMMUNITY DEVELOPMENT

§ 31.75 OFFICE CREATED; APPOINTMENT.

The Office of Director of Community Development is established in the municipality. This office shall be filled by appointment by the President with the approval of the Board of Trustees. ('79 Code, § 31.77) (Ord. 1147, passed 6-7-82)

§ 31.76 DUTIES.

The Director of Community Development shall be responsible for administrative and professional work in directing the operation of the Village Community Development Program, which responsibilities shall include but not be limited to the Departments of Planning, Zoning, Building, and Economic Development.

('79 Code, § 31.78) (Ord. 1147, passed 6-7-82)

§ 31.77 COMPENSATION.

The Director of Community Development shall receive from the municipality for his/her services a salary as may be established by the President and Board of Trustees. ('79 Code, § 31.79) (Ord. 1147, passed 6-7-82)

HUMAN RESOURCE DIRECTOR**§ 31.80 OFFICE CREATED.**

There shall be established within the municipality the Office of Human Resource Director, which position shall be filled by an appointee of the President, by and with the advice and consent of the Board of Trustees. (Ord. 3098, passed 5-11-2009)

§ 31.81 DUTIES.

The Human Resource Director is responsible for recruitment, collective bargaining and union relations, compliance with legal employment practices, affirmative action, implementation of comprehensive personnel policies and procedures, compensation and classification, employee benefit programs, organizational development and training, and risk management. (Ord. 3098, passed 5-11-2009)

OTHER OFFICIALS

§ 31.85 APPOINTMENT OF OTHER VILLAGE OFFICIALS.

The President, with the advice and consent of the Board of Trustees, shall appoint such other officers and commissioners as are set forth by ordinance as may be amended from time to time. (ILCS Ch. 65, Act 5, § 3.1-30-5)

§ 31.86 DUTIES AND FEES; BOND.

The President and Board of Trustees may prescribe the duties of the officers appointed pursuant to § 31.85 and the amount to be charged for services rendered by those officers, and may require them to execute whatever bonds are prescribed by statute or ordinance. (ILCS Ch. 65, Act 5, § 3.1-45-10)

§ 31.87 CERTIFICATE OF APPOINTMENT.

Whenever a person has been appointed or elected to office, the President shall issue a certificate of appointment or election, under the corporate seal, to the Clerk. All officers elected or appointed under ILCS Ch. 65, Act 5 and this chapter, except the Clerk, Trustees, and President, shall be commissioned by warrant, under the corporate seal, signed by the Clerk and the presiding officer of the Board of Trustees. (ILCS Ch. 65, Act 5, § 3.1-55-5)

§ 31.88 DUTY TO SUCCESSOR.

Within five days after written notification and request, a person who has been an officer of the village shall deliver to the successor in office all property, books, and effects in the former officer's possession, belonging to the village. A former officer who violates this section is liable for all the damages caused by the violation and is subject to the penalty prescribed by ordinance. (ILCS Ch. 65, Act 5, § 3.1-10-35)

