

RESOLUTION NO. -

A RESOLUTION APPROVING THE JOB DESCRIPTION FOR THE POSITION OF ADMINISTRATIVE INTERN AND AUTHORIZING THE ADVERTISING, SELECTION, AND HIRING OF AN ADMINISTRATIVE INTERN AT AN HOURLY RATE NOT TO EXCEED \$21.00

WHEREAS, the Corporate Authorities of the City of Crest Hill, Will County, Illinois, have the authority to adopt resolutions and to promulgate rules and regulations that pertain to the City's government and affairs and protect the public health, safety, and welfare of its citizens; and

WHEREAS, pursuant to 65 ILCS 5/3.1-50-5, the City Council is authorized to determine the compensation of all city employees; and

WHEREAS, the City recognizes the importance of supporting educational and professional development opportunities that provide students and emerging professionals with practical experience in local government operations; and

WHEREAS, interns can provide valuable support to City departments through research, data analysis, special projects, and prioritized initiatives that advance the City's organizational goals and improve service delivery; and

WHEREAS, providing a part-time internship opportunity cost-effectively strengthens the City's current capacity to support community events, programs, and initiatives that enhance the quality of life for residents and promote civic engagement; and

WHEREAS, the City has determined to collaborate with the Northern Illinois University (NIU) Master of Public Administration program to secure a graduate intern for a commitment period of one year; and

WHEREAS, the City has determined to advertise the position for the purpose of finding and hiring a qualified graduate student candidate (a copy of the job description is attached hereto as Exhibit A and fully incorporated herein); and

WHEREAS, the City Council has reviewed the job description and determined that it is acceptable to the City and should be approved; and

WHEREAS, the City Council has determined that it is in the best interests of the City and its citizens to allow the job description to be posted with NIU and the City Administrator and his designee shall be authorized to interview and hire a qualified candidate for the Position at an hourly rate not to exceed \$21.00.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crest Hill, Illinois, pursuant to its statutory authority, as follows:

SECTION 1: PREAMBLE. The City Council hereby finds that all the recitals contained in the preamble to this Resolution are true, correct, and complete and are hereby incorporated by reference thereto and made a part hereof.

SECTION 2: JOB DESCRIPTION APPROVED. The City Council hereby finds and declares that the Job Description for Administrative Intern (Exhibit A) should be and is hereby approved in form and substance. Therefore, the City Council hereby authorizes and directs the City Administrator to allow the job description to be posted with NIU and the City Administrator and his designee shall be authorized to interview and hire a qualified candidate for the Position at an hourly rate not to exceed \$21.00.

SECTION 3: SEVERABILITY. If any section, paragraph, clause, or provision of this Resolution is held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any other provision of this Resolution.

SECTION 4: REPEALER. All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Resolution, are to the extent of such conflict hereby repealed.

SECTION 5: EFFECTIVE DATE. This Resolution shall be in full force and effect immediately upon its passage and publication according to law.

[Intentionally Blank]

PASSED THIS 15TH DAY OF JUNE, 2026.

	Aye	Nay	Absent	Abstain
Alderman Scott Dyke	_____	_____	_____	_____
Alderman Angelo Deserio	_____	_____	_____	_____
Alderdwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderperson Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS 15TH DAY OF JUNE, 2026.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A