

Assignment of Administrator Duties in Absence of an Administrator
4/16/2025
Preliminary Draft for Staff Review and Comment

APC = Administrative Policy Committee
B = Board
C = Clerk
DH = Department Heads
FD = Finance Director
P = President
PWD = Public Works Director
W: = With Assistance From

Ordinance: 115-11		Proposed Assignment
1	Provides administrative direction and coordination of all overall operations of the village under the general direction of the village board, creating, and enforcing administrative policies and procedures to ensure standardized and efficient operations, including public safety departments, except in the statutory authority of the police and fire commission.	P
2	Executes all directives of the village board and uses appropriate judgment to report to the board, fully, promptly and at least monthly on the status of issues that arise in carrying out those directives.	P
3	Provides information, administrative advice and general support to the village board and all commissions and committees, either personally or through a staff designee.	P or ??
4	Works with the village board and its president, commission and committee chairpersons, attorney, and clerk to ensure that all open meetings laws are adhered to strictly and consistently for all board, commission, and committee meetings, ensuring that each board, commission, and committee meeting has a clear, complete, and legally appropriate agenda with supporting materials with nothing in this statement being construed as to give the administrator authority to limit or in any way prevent matters from being considered by the village board or any of its committees and commissions.	P
5	With the village board, establishes vision and mission statements and annual objectives coming from the vision and mission statements for the village and periodically reports to the village board on progress toward those objectives.	APC
6	Recommends to the village board the appointment, promotion, discipline, suspension, and termination of department heads if in the best interests of the village.	P
7	Appoints, promotes, disciplines, suspends, and terminates (if in the best interests of the village) nondepartment head employees on the recommendation of and/or in consultation with the supervising department head except where preempted by the statutory authority of the police and fire commission.	DH, After Consultation with APC
8	Utilizes an ongoing performance management process with all department heads and conducts and documents a formal evaluation of each department head's performance on an annual basis; also ensures that department heads do likewise for all their supervised employees.	APC

9	Creates and maintains a wage scale for each village position with documented justification and presents the same to the village board for comment amendment and adoption.	APC
10	Ensures that working conditions are safe, appropriate, and ergonomically correct for all employees and oversees the village worker safety program and directs all risk management functions for the village, including analysis and recommendation of all insurance coverage.	DH or ??
11	Conducts searches for potential grant opportunities and assists appropriate department heads throughout the application process, presents information to the village board for approval of grant applications, makes application for grants after approved by the village board, and ensures funds are available for necessary matches to grants.	DH
12	Provides oversight and direction to all department heads during the annual budget preparation process and administers and monitors the budget while also ensuring that all basic financial plans approved by the village board are carried out on an ongoing basis; reports to the board regarding all significant and/or unforeseen budgetary variances.	FD W: P
13	In conjunction with the board, its commissions and committees, department heads, and any hired financial consultant, analyzes and reports to the board, either personally or through a staff designee, on a monthly basis, the current and projected fiscal status and ensures that the village adheres to current generally accepted governmental accounting standards and practices.	FD
14	Functions as the chief purchasing agent for the village within the financial authorizations and guidelines set forth by the village board and within the parameters of the approved village budget.	?? Or DH? Or P
15	Working with department heads, commissions, and committees, develops all plans, policies, procedures, and recommendations for board approval for the purchase, maintenance, and replacement of all capital equipment.	PWD W: FD & APC
16	Represents the village, either personally or through a staff designee, in all intergovernmental relationships and represents the village in various local, state, and federal organizations as assigned by the village board.	P
17	Functions as the public information officer for all external communications in the community and represents the best interests of the village at all times and develops internal administrative procedures to facilitate communications with the village residents and to ensure that village government responds to and resolves resident complaints expeditiously.	C&P