

ORDINANCE NUMBER:

AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS AMENDING TITLE I “ADMINISTRATION,” CHAPTER 6 “VILLAGE OFFICERS AND EMPLOYEEES,” ARTICLE H. “RESERVED” OF THE CODE TO HEREBY CREATE THE POSITION OF VILLAGE ADMINISTRATOR

WHEREAS, the Village of Poplar Grove, Illinois (“Village”) has adopted a Village Code of Ordinances (“Code”); and

WHEREAS, Title I, Chapter 6, Article H. of the Code is entitled “RESERVED”; and

WHEREAS, the Village desires to amend Article H. to create the position of Village Administrator and outline the duties and responsibilities thereof; and

WHEREAS, the Village has determined such amendments and revisions are in the best interest of the Village and its citizens.

NOW THEREFORE, be it ordained by the President and Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.
2. That Title 1—Administration, Chapter 6—Village Officers and Employees, Article H—Village Administrator is amended to read as follows (deletions shown as ~~strikethroughs~~ and new language as **bold and underlined**):

“ARTICLE H. - **VILLAGE ADMINISTRATOR.**” ~~RESERVED.~~

Section 1-6H-1. —OFFICE CREATED.

There is hereby created in the Village the position of one Village Administrator.

1-6H-2. —COMPENSATION.

The Village Administrator shall receive such compensation as is fixed from time to time by the Village Board of Trustees.

1-6H-3. —APPOINTMENT.

The Village Administrator shall be appointed by the Village President with the advice and consent of the Village Board of Trustees for a term concurrent with that of the Village President.

1-6H-4. —REMOVAL.

The corporate authorities may remove the Village Administrator at any time by a two-thirds vote for the Village Board without incurring liability to the Village Administrator for any compensation due him/her for the remainder of his/her annual appointment.

1-6H-5. —TRANSFER OR ASSUMPTION OF DUTIES IN ABSENCE OR INCAPABILITY.

In the event that the Village Administrator shall be absent from the Village or incapable of discharging such duties and responsibilities for any reason, the Village President may appoint an interim administrator or delegate the duties of the Village Administrator to one or more current Village Officers.

1-6H-6. —EDUCATION.

Minimum education should include a bachelor's degree in business administration, public administration, community planning or related field, and a minimum of three years direct employment experience in the public sector. A preference will be given for strong accounting and budgeting skills and for those holding a master's or related advanced degree. Furthermore, the position requires the following.

A. Proficiency in general accounting principles, public finance, municipal accounting and budgeting;

B. Experience in cost-benefit analysis, risk and project management principles;

C. Experience with communication, graphics and database programs;

D. Strong communication and interpersonal skills;

E. Verbal and writing skills associated with public and customer service for effectively interacting with citizens, colleagues, elected officials and various outside contractors;

F. Basic research and record keeping principles and disciplines.

1-6H-7. —DUTIES.

A. Primary Duties and Responsibilities. The primary responsibilities of this position include but are not limited to the following.

1. Carry out directives of the Village President and Village Board which require administrative implementation, reporting promptly to the Village President;

2. Serve as the primary staff person in procuring and monitoring the annual operating budget in accordance with all statutory requirements; and serve as the primary staff responsible for monitoring the budget and answering budget inquiries of staff and elected officials;

3. In consultation with the Village President, administer all day-to-day operations of the Village government, including the monitoring of all Village ordinances, resolutions, Village Board meetings and state statutes;

4. Draft administrative procedures to increase the effectiveness and efficiency of Village government according to the best practices in local government;
5. Promote the economic and business development of the Village through the use of outreach, marketing and promotion of development within Poplar Grove and a variety of other means to produce expanded property and commercial tax base;
6. Except as otherwise provided in this Code, oversee all aspects of personnel and benefits administration including evaluation, discipline, pay and wage recommendation, and health insurance claims. He/she is responsible for maintaining all personnel files for the Village. This section shall not be construed to provide any oversight over any Officer appointed by the Village President under this Code;
7. Oversee the engagement of independent consultants/contractors through drafting RFPs or bid requests, review the bids or proposals and make a recommendation to the Village Board;
8. Establish and maintain procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official;
9. Promote the economic well-being and growth of the Village through public and private sector cooperation;
10. Attend all meetings of the Village Board, assisting the President and the Board as required in the performance of their duties;
11. Attend all regular, special, and committee meetings of the Village Board of Trustees deemed to be appropriate unless excused therefrom by the Village President or other committee chairperson;
12. Keep the President and Board regularly informed about the activities of the administrator's office by written monthly reports at regular meetings of the Administration and Zoning committee;
13. Serve as the purchasing agent for the Village, supervising all purchasing and overseeing the contracting for supplies and services;
14. With the assistance of the Department heads, conduct and maintain an inventory of all Village real and personal property;
15. Perform all other duties as may be assigned by the Board.

B. Secondary, Incidental Duties and Responsibilities. In addition to the essential duties and responsibilities of this position, other needs arise on an as needed or less frequent basis. Some of those duties include.

1. Attend conferences, seminars, workshops and court proceedings as needed;
2. Administratively approve and issue certain requests for permits such as; block parties, one-day special events not involving the sale of alcohol, use of Village facilities following submittal of the appropriate application, and any other permit which can be approved administratively not in violation of the Illinois Municipal Code as the Village Board may determine from time to time.

C. Supervisory Responsibilities. The supervisory responsibility of this position includes, but is not limited to, the following.

1. Provide administrative direction and coordination for all Department heads of the Village according to the established organization procedures;

2. Work closely with Department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills.”

- 3. Except as amended in this Ordinance, all other provisions and terms of Village Code of Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.
- 4. This Ordinance shall be in full force and effect after its approval, passage and publication in pamphlet form as required by law.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2024

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2024

ATTEST:

CLERK

PRESIDENT

