

**RESOLUTION NUMBER: 2026-01**

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS  
TO ADOPT AND APPROVE REVISED JOB DESCRIPTIONS FOR THE POSITIONS  
OF VILLAGE COLLECTOR, COMMUNITY DEVELOPMENT COORDINATOR,  
PUBLIC WORKS DIRECTOR, VILLAGE TREASURER, AND UTILITY BILLING  
SPECIALIST**

**WHEREAS**, the Village of Poplar Grove, Illinois (“Village”) is authorized to establish and maintain job descriptions in order to clearly define the duties and responsibilities of Village employees; and

**WHEREAS**, the Village wishes to adopt and revise certain job descriptions to ensure the efficient, effective, and consistent operation of Village services; and

**WHEREAS**, the Village has determined it is in the best interest of the Village and its citizens to adopt and approve the job descriptions.

**NOW, THEREFORE, BE IT RESOLVED**, by the 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. The Village hereby adopts and approves job descriptions for the Village Collector, Community Development Coordinator, Public Works Director, Village Treasurer, and Utility Billing Specialist attached hereto as Exhibit A, or one in substantially similar form.
3. The Village President and Village Clerk are hereby authorized to execute and attest the Job Descriptions.

PASSED UPON MOTION BY \_\_\_\_\_

SECONDED BY \_\_\_\_\_

BY ROLL CALL VOTE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026

AS FOLLOWS:

VOTING “AYE”: \_\_\_\_\_  
\_\_\_\_\_

VOTING “NAY”: \_\_\_\_\_  
\_\_\_\_\_

ABSENT, ABSTAIN, OTHER

\_\_\_\_\_  
\_\_\_\_\_

APPROVED \_\_\_\_\_, 2026

\_\_\_\_\_  
VILLAGE PRESIDENT

ATTEST:

\_\_\_\_\_  
VILLAGE CLERK

**EXHIBIT A**  
**JOB DESCRIPTIONS**