

**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2024-R22**

**RESOLUTION CREATING THE POSITION OF AND APPROVING THE HIRING OF
AN PERMITTING AND LICENSING ASSISTANT FOR THE VILLAGE OF ROSCOE**

WHEREAS, the Village of Roscoe is in need of a full-time administrative position to review and maintain the licenses and permitting records of the Village of Roscoe, as well as to assist applicants with the permitting process within the Village; and

WHEREAS, the President and Board of Trustees of the Village of Roscoe desire to create such a position and to hire a full-time employee to fill said position; and

WHEREAS, the Board of Trustees of the Village of Roscoe, believes it to be in the best interest of the Village and its residents to create and fill the above positions; and

NOW THEREFORE BE IT RESOLVED, by the Board of Trustees of the Village of Roscoe, that:

- 1) The full-time position of **Permitting and Licensing Assistant** is hereby created in the Village of Roscoe, with such job duties and responsibilities as further specified set forth in **Exhibit “A”**, which is incorporated herein by reference; and
- 2) That said position shall be a full time position, wherein the holder of the position shall receive all those benefits as provided for other Village of Roscoe full time personnel, and shall be paid a starting hourly wage in an amount not to exceed a base rate of **\$25.96 per hour**.
- 3) That the employee shall report to the Village Administrator of the Village of Roscoe.
- 4) That the Village Administrator is hereby authorized to hire one qualified candidate to fill the position of administrative assistant, and that such candidate selected and hired as prescribed by State Statute and Local Ordinance and all applicable procedures as set forth by the Board of Trustees of the Village of Roscoe.
- 5) That this Resolution is not intended to eliminate the currently authorized position of Administrative Assistant-Village Hall, but is intended to create a newly authorized position, additional position.
- 6) That this Resolution shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

2024-R22

1st Read:

PASSED BY ROLL CALL VOTE ON:

NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee Stacy Mallicoat				
Trustee Susan Petty				
Trustee Justin Plock				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED APRIL 16, 2024:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

Exhibit "A"
Resolution 2024-R22

[Job Description – Licensing and Permitting Assistant]