

**VILLAGE OF ROSCOE, ILLINOIS
RESOLUTION NO. 2026-33**

**RESOLUTION CREATING THE POSITION OF AND APPROVING THE HIRING OF
AN ADMINISTRATIVE COORDINATOR FOR THE VILLAGE OF ROSCOE**

WHEREAS, the Village of Roscoe has determined that the duties and responsibilities associated with its licensing and permitting functions should be updated and reorganized to better align with the Village's current administrative, operational, and staffing needs and to provide greater flexibility in the administration and coordination of Village services; 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 position; and

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

- 1) The full-time position of Administrative Coordinator 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) The Administrative Coordinator shall be a full-time, salaried position and shall be eligible to receive those benefits provided to other similarly situated full-time employees of the Village of Roscoe, subject to applicable Village policies and benefit plans. The annual salary for the position shall start at \$62,400.00.
- 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 Coordinator, 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 shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

2026-R33				
1st Read:				
PASSED BY ROLL CALL VOTE ON:				
NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee William Babcock				
Trustee John Broda				
Trustee Molly Butz				
Trustee Dayne Mead				
Trustee Michael Sima				
Trustee Michael Wright				
President Carol A. Gustafson				

APPROVED SEPTEMBER 1, 2026:

ATTEST:

VILLAGE PRESIDENT

VILLAGE CLERK

Exhibit “A”
Resolution 2026-R33

[Job Description – Administrative Coordinator]