

AN ORDINANCE ESTABLISHING AND PROVIDING FOR THE
POWERS AND DUTIES OF THE OFFICE OF VILLAGE ADMINISTRATOR

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF
THE VILLAGE OF CHAHTAM, ILLINOIS:

Section 1. Creation of Office.) The office of village
administrator is created.

Section 2. Appointment.) The village administrator shall
be appointed by the President of the Board of Trustees by and with
the consent of the Village Board of Trustees for a term of one
year, which can be renewed by the President of the Board of
Trustees by and with the consent of the Village Board of Trustees
and by the village administrator for successive periods of two
years each. He shall be chosen solely on the basis of his
executive and administrative qualifications with special reference
to his actual experience in, or his knowledge of, accepted prac-
tice in respect to the duties of his office hereinafter set forth.
At the time of his appointment, he need not be a resident of the
village or the state, but during his tenure of office he shall
reside within the village.

Section 3. Powers and Duties.) The village administrator
shall be the chief administrative officer of the village. He
shall be responsible to the President and Board of Trustees for
the proper administration of the affairs of the village, except
for police affairs. He shall be required to:

(A) Attend all meetings of the President and Board of
Trustees. The village administrator shall have the right to take
part in the discussions of all matters coming before the Board of
Trustees, but shall have no right to vote. The village adminis-
trator shall be entitled to notice of all special and regular
meetings of the Board of Trustees.

(B) Recommend to the Board of Trustees adoption of such measures as he may deem necessary or expedient.

(C) Exercise control of all departments or divisions thereof now in existence or as reorganized by this ordinance, or there may be created thereafter by the Board of Trustees, except the Police Department.

(D) Make recommendations to the Board of Trustees concerning compensation for each appointive office and position in the village service, including minimum, intermediate and maximum rates, except Police Officers.

(E) Recommend to the Board of Trustees the creating, consolidating and combining of offices, positions, department, or units of the administrative and executive departments of the Board of Trustees.

(F) Investigate all complaints in relation to matters concerning the administration of the government of the village and services maintained by the public utilities in the village and see that all franchises, permits, and privileges granted by the village are faithfully observed.

(G) Purchase all materials, supplies and equipment for which funds are provided in the budget, but he may not purchase any item which exceeds any budget appropriation until the Board of Trustees has increased the appropriation; provided, that for a purchase of more than \$500 he shall be required to receive two or more sealed bids, and for a purchase of more than \$1,000 such bids shall be presented to the Board of Trustees for approval or rejection. The village administrator shall make recommendations to the Board of Trustees with respect to all such bids.

(H) Submit to the Board of Trustees, promptly following the end of the fiscal year, a complete report on the adminis-

trative activities of the village for the fiscal year.

(I) Keep a current inventory of all real and personal property of the village and the location of such property. He shall be responsible for the care and custody of all village property which is not by statute or ordinance assigned to some other officer or body for care and control.

(J) Devote his entire time to the discharge of his official duties.

(K) Perform such other lawful duties as may be required by resolution or ordinance of the village council.

(L) Keep a daily log.

(M) Have no conflict of interest.

(N) Assume no other employment while employed by the village.

(O) In all his functions and powers be subject to the supreme power of the Village Board of Trustees.

(P) Shall grant permits and make inspections.

(Q) Shall be the zoning officer.

Section 4. Bond.) The village administrator shall furnish a bond in such amount and with such surety as may be approved by the Board of Trustees, said bond to be conditioned on the faithful performance of his duties and shall be conditioned to indemnify the village for any loss by reason of any neglect of duty or any act of the village administrator. The cost of the bond shall be paid by the village.

Section 5. Compensation.) The village administrator shall receive such compensation as the Board of Trustees shall fix from time to time by ordinance or resolution.

Section 6. Acting Village Administrator.) During the temporary absence or disability of the village administrator, the President shall automatically assume the duties of administrator until such time as the President and Board of Trustees

decide that an acting village administrator is needed. In such event, the President and Board of Trustees shall appoint an acting village administrator, with all the powers and duties of that office. The acting village administrator shall perform all the duties of the office without furnishing any additional bond, if such appointee shall already be under bond to the village in any other capacity. If such appointment shall be of a person not already under bond to the village, such appointee shall furnish a bond in such amount and with such surety as may be approved by the Board of Trustees. The cost of the bond shall be paid by the village. The acting village administrator may have other employment, if permitted by action of the Board of Trustees.

Section 5. Effective Date.) This ordinance shall be in full force and effect from and after its passage and approval.

PASSED June 8th, 1976

APPROVED June 8th, 1976

President, Board of Trustees
Village of Chatham

ATTEST:

Ernest Greenwood
Village Clerk