

ORDINANCE NO. 89-26

AN ORDINANCE CLARIFYING THE  
POWERS AND DUTIES OF THE OFFICE OF VILLAGE ADMINISTRATOR

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, ILLINOIS THAT THE FOLLOWING IS HEREBY ORDAINED:

Section 1: Appointment The Village Administrator is 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 four years each. After the first year, there will be a thorough review by the administration committee which shall make a recommendation to the Board to either retain or reject the current administrator.

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 practice 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 2: 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. He shall be required to:

(A) Attend 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 Administrator 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.

(D) Make recommendations to the Board of Trustees concerning the hiring and firing of village employees.

(E) 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.

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

(G) 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.

(H) 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 approved an increase in the appropriation; provided, that for a purchase of more than \$3,000 he shall be required to receive two or more sealed bids, and for a purchase of more than \$5,000 such bids shall be presented to the Board of Trustees with respect to all such bids.

(I) Submit to the Board of Trustees, promptly following the end of the fiscal year, a complete report on the administrative activities of the village for the fiscal year. There will be interim reports as required by the Village President and the Board.

(J) 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.

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

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

(M) Have no conflict of interest.

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

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

Section 3: 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 4: Compensation The Village Administrator shall receive such compensation as the Board of Trustees shall fix from time to time by the annual salary ordinance.

Section 5: 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 6: Effective Date This ordinance shall be in full force and effect from and after its passage and approval.

PASSED July 25, 1989

APPROVED July 25, 1989

Carl D. Oblinger  
CARL D. OBLINGER  
PRESIDENT, BOARD OF TRUSTEES  
VILLAGE OF CHATHAM

ATTEST:

Rose M. Miller  
ROSE MILLER, VILLAGE CLERK