

ORDINANCE NO. 93-42

AN ORDINANCE CLARIFYING THE POWERS AND DUTIES
OF THE 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 office of Village Administrator is hereby established. The Village Administrator shall be appointed by the President of the Village Board of Trustees by and with the consent of the Village Board of Trustees for a term not to exceed the term of the Village President.

The Village Administrator shall be chosen on the basis of his/her executive and administrative qualifications with special reference to his/her actual experience in, or his/her knowledge of, accepted practice in respect to the duties of the office hereinafter set forth. At the time of his/her appointment, he/she need not be a resident of the Village of Chatham or the State of Illinois, but during the administrator's tenure of office, he/she shall reside within the Village of Chatham.

The Administrator shall devote his/her entire time to the discharge of the duties of the office of Village Administrator and shall assume no other outside employment while so employed by the village without the prior approval of the Village President and the Village Board of Trustees.

Section 2: **POWERS AND DUTIES.** The Village Administrator shall be the chief administrative officer of the village of Chatham. The Administrator shall be responsible to the Village President and Village Board of Trustees for the proper administration of the affairs of the village. The Administrator shall:

- (A) Attend meetings of the Village President and Village Board of Trustees and Committees of the Village Board as requested.

(B) Have the right to take part in the discussions of all matters coming before the Village Board of Trustees, but shall have no right to vote.

(C) Be entitled to notice of all special and regular meetings of the Village Board of Trustees.

(D) Recommend to the Village Board of Trustees adoption of such measures as he/she may deem necessary or expedient.

(E) Exercise administrative control of all village departments or divisions, exclusive of the village police department, now in existence or as reorganized by ordinance, or as there may be created hereafter by the Village Board of Trustees. If the Village President so designates, the Chief of Police may report to the Village Administrator. The Village Administrator shall not direct, give orders to, or in any way interfere with the subordinates of the Chief of Police who fall under the jurisdiction of the Police and Fire Commission, except in the absence of the Chief of Police and with approval of the Village President.

(F) Make recommendations to the Village Board of Trustees concerning the hiring and firing of village employees to the extent this action is not in conflict with the policies regarding employees of the police department under the jurisdiction of the Police and Fire Commission.

(G) Make recommendations to the Village Board of Trustees concerning compensation for each appointive office and position in the village service, including minimum, intermediate and maximum rates. Such rates shall include recommendations from the chief of police as it relates to the employees of the police department.

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

(I) Establish a procedure for the investigation of all complaints regarding any aspect of village services and/or operations. This procedure will document the receipt and resolution of each complaint and may employ a tiered approach that distinguishes between major and minor complaints. The Administrator will compile a summary report on complaints for the Village President (with copies for the members of the Administrative Committee) on a quarterly basis.

(J) Prepare a status report for the Village President (with copies for the members of the Administrative Committee) on the overall administrative activities of the village on a quarterly basis. This report will identify important activities that have and have not been accomplished over the time period of the report. The report will also establish strategies and schedules for the next quarter.

(K) Keep a current inventory of all real and personal property of the village and the location of such property. The Administrator shall also 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.

(L) Perform such other lawful duties as may be required by resolution or ordinance of the Village Board of Trustees.

Section 3: EMPOWERED RESPONSIBILITIES. Notwithstanding any of the duties enumerated in Section 2, the Administrator shall be empowered to:

(A) Purchase all materials, supplies and equipment for which funds are

provided in the village budget.

(B) Negotiate with one or more vendors, in his/her discretion, for the purchase of any item under \$3,000.00. For the purchase of any item over \$3,000.00 but under \$5,000.00, the Administrator shall be authorized, but not required to solicit two or more sealed bids or sealed proposals; evaluate the bids and award the bid, after review by the appropriate Village Board of Trustee subcommittee, to the lowest responsible bidder whose bid conforms to village specifications, terms and conditions. For the purchase of any item over \$5,000.00, the Administrator shall follow the procedures as established by the Illinois Municipal Code for purchases over \$10,000.00. Such purchases shall be approved by action of the Village Board of Trustees.

(c) The Administrator may not purchase any item which exceeds any budget appropriation until such time as the Village Board of Trustees has approved an increase in the appropriation line item.

Section 4: BOND. The Administrator shall furnish a bond in such amount and with such surety as may be approved by the Village Board of Trustees. Said bond to be conditioned on the faithful performance of the duties of the office of Village Administrator 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 Village Board of Trustees shall fix from time to time by ordinance. The Village may enter into an employment contract with the Village Administrator for any term not to exceed the term of office of the current Village President.

Section 6: ACTING VILLAGE ADMINISTRATOR. In the event that the Village Administrator is unable to perform the duties of the office, either by temporary absence or disability and the Village President determines that an Acting Administrator is needed, such appointment shall be made. The Acting Administrator shall have all the powers and duties of the office of Village Administrator. The Acting Administrator shall not have to furnish an additional bond if such appointee is already under bond to the village in any other capacity. If such appointee is 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 Village Board of Trustees. The cost of such bond shall be paid by the village.

Section 7: EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage and approval and shall supersede Ordinance No. 89-26.

PASSED 10, August, 1993

APPROVED 10, August, 1993



Linda Koester, President
Board of Trustees
Village of Chatham

ATTEST:



Penny Moomey Village Clerk