

Ordinance No. 01-44

AN ORDINANCE ABOLISHING THE OFFICE OF VILLAGE ADMINISTRATOR AND CREATING THE POSITIONS OF DIRECTOR OF PUBLIC WORKS AND DIRECTOR OF UTILITIES AND ADMINISTRATION

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, SANGAMON COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Section 31.35 of the Village Code of Ordinances is amended to state as follows: "The office of Village Administrator is abolished. Wherever a duty is committed to the Village Administrator by this Code, that duty is now to be performed by the Director of Public Works, the Director of Utilities and Administration, or the Chief Fiscal Officer, as appropriate, as set forth in Sections 31.53 through 31.55 of this Code."

SECTION 2: Sections 31.36 through 31.40, and Section 35.027 of the Village of Chatham Code of Ordinances, are repealed.

SECTION 3: Section 31.54 is added to the Village of Chatham Code of Ordinances, to state as follows:

31.54. Director of Utilities and Administration

The position of Director of Utilities and Administration is hereby created. The Director of Utilities and Administration shall be an employee of the Village and not an officer, and shall be subject to the Village Personnel Code. Under the direct supervision of the Village President, subject to the policy determinations of the Village Board and after consultation with the Utilities Committee and Administrative Committee, the Director of Utilities and Administration shall be responsible for all activities associated with the water, electric and sewer departments and with the Village Office, except those duties specifically

committed to the Chief Fiscal Officer. The Director of Utilities and Administration shall work as required with the Village President to ensure completion of necessary tasks while maintaining communication with the Board of Trustees. The duties and responsibilities herein shall include, but are not limited to the following:

1. Supervise and evaluate the performance of assigned staff; interview and select employees, advise on promotions, reassignment, termination and disciplinary actions of utilities employees, all as subject to any applicable collective bargaining agreements.
2. Develop and monitor project plans on weekly, monthly and annual basis.
Develop a multi-year capital plan for infrastructure and equipment.
3. Work with Chief Fiscal Officer regarding development of annual budget.
4. Prepare bid or quote specifications for required materials to ensure compliance with applicable laws and Village purchasing requirements.
5. Administer applicable collective bargaining agreements to ensure compliance by Village and utility employees.
6. Serve as the Village's representative on the IMEA Board of Directors, and work with various groups on issues related to the electric industry.
7. Assist with the implementation and maintenance of the GIS system for the Village.
8. Schedule training for employees to meet contract and safety requirements.
9. Monitor state laws pertaining to utility deregulation or changes affecting the long-term operation of the utilities.

10. Provide assistance in the analysis of village internal and external controls and make recommendations.

11. In consultation with the Village Attorney where required, prepare ordinances and resolutions required for utility department purchases or general business.

12. Work with developers in scheduling utility installation.

13. Attend Village Board meetings, Utility Committee and Administrative Committee meetings.

14. All other duties as assigned by the Village President.

15. Supervise the following office personnel: lead worker, administrative clerk, accounting technician, and utilities clerk.

16. Administer all other aspects of the Village administration not specifically committed to the Director of Public Works or the Chief Fiscal Officer, including but not limited to payroll, employee benefits, annexations and economic development.

SECTION 4: Section 31.55 is added to the Village of Chatham Code of Ordinances, to state as follows:

31.55. Director of Public Works

The position of Director of Public Works is hereby created. The Director of Public Works shall be an employee of the Village and not an officer, and shall be subject to the Village Personnel Code. Under the direct supervision of the Village President, subject to the policy determinations of the Village Board and after consultation with the Public Works Committee, the Director of Public Works shall be responsible for all activities associated

with the Public Works Department. The Director of Public Works shall work as required with the Village President to ensure completion of necessary tasks while maintaining communication with the Board of Trustees. The duties and responsibilities herein shall include, but are not limited to the following:

1. Plan, organize, direct and evaluate the Village public works functions; oversee engineering, street maintenance public properties, buildings, storm water, traffic and equipment.

2. Direct the development of capital improvement plans and the subsequent construction of public works projects; review plans for private developments; assist inspection of the construction of public facilities by private developers.

3. Direct, coordinate and encourage the development of strategies to resolve Village issues related to public works.

4. Supervise and evaluate the performance of assigned staff; interview select employees and advise on promotions, reassignment, termination and disciplinary actions of public works employees, all as subject to any applicable collective bargaining agreements.

5. Work with the Chief Fiscal Officer regarding the planning, preparation and control of department budgets, including operating and capital improvement budgets.

6. Direct bidding, purchasing and budget procedures for the department; monitor, control and authorize expenditures in accordance with established limitations.

7. Prepare and update short and long range strategic plans to assure the department's contribution to the Village's overall plan; participate in the development of

regional plans.

8. Manage the coordination of department activities with other departments and agencies.

9. Serve as a member of the management team, participating in the Village's strategic planning efforts and addressing Village-wide policy and management issues.

10. Present departmental issues and recommendations requiring policy direction to the Village Board.

11. Communicate and coordinate efforts with a variety of individuals and organizations, including employees, village board, other municipalities, cities, citizens, contractors, committees and public and private sector agencies.

12. Make available Public Works services to the public and others.

13. Take an active part in planning and scheduling street and traffic construction and maintenance projects to meet the Village's transportation needs.

14. Participate in the review and approval of municipal engineering and public works plans, drawings and plats submitted by the Village engineer, developers and other engineers or technicians.

15. Direct the inspection and review of construction projects; assure compliance with federal, state and local laws, codes and ordinances.

16. Direct procedures for the replacement of Village vehicles and equipment as needed.

17. Communicate with, respond to and resolve complaints, conflicts, concerns and

questions from citizens, contractors, customers, developers and public and private agencies regarding department services, activities and programs.

18. Prepare reports for Village Board and others as needed.
19. Act as Zoning Administrator and Building Code Administrator
20. Attend Village Board meetings and Public Works Committee meetings.
21. All other duties as assigned by the Village President.

SECTION 5: Section 31.53(A)(7) of the Village of Chatham Code of Ordinances, pertaining to the duties of the Chief Fiscal Officer, is amended to state as follows:

7. Other

Maintain Fixed Asset Records.

Prepare schedules and reports as requested by the corporate authorities and department heads.

Review supporting documentation for all checks to be disbursed from Village accounts.

Review all checks prior to signature by the Village President and Treasurer, and maintain check register.

SECTION 6: This ordinance shall be effective immediately upon its passage and approval. The Clerk shall see to its inclusion in the next update of the Village of Chatham Code of Ordinances.

PASSED this 10 day of July, 2001.

Thomas J Gray

VILLAGE PRESIDENT

ATTEST:

Pat Schaefer

Village Clerk

AYES:

HERR, BOYLE, MCCARTHY, DIERKING

NAYS:

MCGRATH

PASSED:

7-10-01

APPROVED:

7-10-01

ABSENT:

MADAMS



ORDINANCE CERTIFICATE

STATE OF ILLINOIS)
) SS.
COUNTY OF LOGAN)

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk of the Village of Chatham, Sangamon County, Illinois.

I do further certify that the ordinance attached hereto is a full, true, and exact copy of Ordinance No. 01-44 adopted by the President and Board of Trustees of said Village on the 10 day of July, 2001, said Ordinance being entitled:

AN ORDINANCE ABOLISHING THE OFFICE OF VILLAGE ADMINISTRATOR AND CREATING THE POSITIONS OF DIRECTOR OF PUBLIC WORKS AND DIRECTOR OF UTILITIES AND ADMINISTRATION

I do further certify that prior to the making of this certificate, the said Ordinance was spread at length upon the permanent records of said Village, where it now appears and remains.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said Village this 10 day of July, 2001.



Pat School
Village Clerk