

VILLAGE OF WINNEBAGO

ORDINANCE NO. 2023 - 10

ORDINANCE CREATING POSITION OF VILLAGE ADMINISTRATOR AND
ADOPTING JOB DESCRIPTION

ADOPTED BY THE BOARD OF TRUSTEES

VILLAGE OF WINNEBAGO

THIS 09th DAY OF OCTOBER, 2023

Published in pamphlet form by authority of the Village Board of Trustees of the
Village of Winnebago, Illinois, this 14th day of NOVEMBER, 2023

ORDINANCE NO. 2023- 10

**AN ORDINANCE CREATING POSITION OF VILLAGE ADMINISTRATOR
AND ADOPTING JOB DESCRIPTION**

WHEREAS, the administrative needs of the Village of Winnebago have steadily increased in size and complexity over the years; and

WHEREAS, there is continued need for a person to act as both a recruiter for development within the Village of Winnebago and a timely and available contact for prospective developers; and

WHEREAS, there is the need for overall coordination and supervision of overall Village and departmental activities at the Village; and

WHEREAS, the Village President, Village Clerk, and all Board of Trustee positions are part-time elected positions, and, therefore, cannot fulfill the above needs on a regular and consistent basis; and

WHEREAS, the Village Department heads and other staff all have a myriad of job duties particular to their positions that do not afford time to in addition handle the activities described above, and they are also not expected to have the level of expertise that may be required for certain of the duties that would be performed by a Village Administrator; and

WHEREAS, the need for a Village Administrator has been developing for some time, and the Village is now currently in a financial position wherein the hiring of a Village Administrator would be financially feasible; and

WHEREAS, a job description has been developed to detail the duties and responsibilities of one holding the Village Administrator position; and

WHEREAS, the Village Board believes it would be in the best interests of its citizenry to create the position of Village Administrator and adopt a job description for the position so a person may be hired to fill such position.

NOW THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Winnebago, Illinois as follows:

**ARTICLE I
POSITION CREATION**

The Village Board of Trustees hereby creates the position of Village Administrator. Such Village Administrator shall be appointed by majority vote of the corporate authorities, with corporate authorities including the Village President, solely on the basis of executive and administrative qualifications, as detailed in the job description for the Village Administrator, without consideration of the candidate's race, sex, politics, or religious beliefs.

ARTICLE II
EMPLOYMENT CONTRACT; TERM

The Village Administrator shall be employed by contract, the terms of which shall be agreed upon by both the Village Administrator and a majority of the corporate authorities of the Village. The term of the Village Administrator shall be for no less than one (1) year.

ARTICLE III
COMPENSATION

The rate of compensation of the Village Administrator shall be set by the Village President and Board of Trustees, and may be adjusted from time to time as the Village corporate authorities deem appropriate. Subject to the terms and conditions of State law, the Village corporate authorities and the Village Administrator shall enter into an employment contract which specifies in writing the level of compensation and other appropriate agreements describing the working relationship between the Village Administrator and the Village Board of Trustees.

ARTICLE IV
REMOVAL

The Village Administrator shall serve at the pleasure of the Village President and the Board of Trustees. The Village Administrator may be removed from office by a majority vote of the Village corporate authorities.

ARTICLE V
OATH AND BOND

Before entering upon the duties of the office, the Village Administrator shall sign an oath of office to faithfully discharge the duties of the position and shall furnish a bond in such amount and with such surety as may be approved by the Board of Trustees, but not in an amount less than the highest bond amount currently used by the Village for any elected or appointed position. The cost of such surety bond shall be paid by the Village.

ARTICLE VI
JOB DESCRIPTION

The job description for the position of the Village Administrator shall be as described in Exhibit "A" which is attached hereto, incorporated herein, and made a part hereof. By the adoption of this ordinance such job description is hereby adopted.

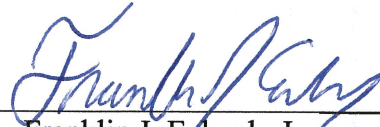
ARTICLE VII
SEVERABILITY

If any provision of this ordinance shall be deemed to be legally unenforceable, the remainder of the provisions shall still be in full force and effect.

ARTICLE VIII
Effective Date

The effective date of this ordinance shall be immediately upon its passage, approval, and publication as provided by law.

APPROVED this 9th day of October, 2023



Franklin J. Eubank, Jr.,
Village President

ATTEST:



Sally Jo Huggins, Village Clerk

PASSED:

APPROVED:

PUBLISHED IN

PAMPHLET FORM:

10-9-2023
10-9-2023



VILLAGE OF WINNEBAGO

Village Administrator

JOB TITLE:	Village Administrator
WORK LOCATION:	108 W Main Street, Winnebago, IL 61088
DEPARTMENT:	Administration
REPORTS TO:	Village President
WAGE/SALARY LEVEL:	Exempt
JOB STATUS:	Salaried – Full-time
WAGE RANGE:	\$90,000 - \$115,000
JOB CLASS CODE:	—

The Village Administrator is the chief administrative assistant to the Village President and is the chief administrative officer of the Village. This position is responsible for providing managerial oversight of all administrative work performed by Village employees and Department Heads. In addition, he/she provides direct, first-level supervision to Administrative Staff employees, the Director of Public Works, the Chief of Police, the Building Official and the Treasurer. The Village Administrator serves as the direct focal point of communication for the Village President and Board of Trustees, and assumes responsibility for implementing ordinances, resolutions, and other policies approved by the Board. He/she is responsible for the overall efficacy of the administrative operations of the Village, setting the strategic direction of the Village with Board guidance, and evaluating the ongoing effectiveness of Village policies and procedures. He/she serves as the primary liaison between the Village and other local, state and federal government officials and offices. As such, the Village Administrator attends all county, state or other meetings which may impact Village operations.

JOB DUTIES:

Supervisor:

1. Provide high-level oversight and direction to Department Heads to manage their departmental budgets and make sure the budgets are administered in accordance with all applicable laws, regulations, and Village policies.
2. Work directly with and oversee, at the Executive Level, the Village Attorney, Engineer, and outside planning consultant(s) employed by the Village to provide services. He/she will present this information to the Board of Trustees and advise them regarding the performance and cost vs benefit for these services in relation to the overall operation of the Village.

3. Act as the office manager for the Village offices, dictate office policy, and administer the office to the best of his/her ability.
4. Oversee Building permitting and Code Enforcement programs.

Payroll/Employee Status:

1. Evaluate the performance of Department Heads by:
 - A. Setting goals and evaluating performance
 - B. Providing training and coaching, as necessary
 - C. Taking timely and appropriate action to provide feedback.
 - D. Preparing performance improvement plans
 - E. Preparing and submitting annual performance appraisals of the staff to the Board of Trustees.
2. Recommend standard pay schedule for each position based on research and analysis of indices such as cost of living percentages, commensurate pay plans of other local governments, etc. and provide recommendations regarding cost of living and employee merit increases based on this data.
3. Oversee department head selections and make appointment recommendations to the Village President and Board for all vacant positions within the Village. The Village Administrator shall, after consultation with department heads, recommend appointments, promotions, demotions, and salary changes pertaining to all Village employees.
4. Establish and implement policy and practice for the administrative offices of the village.

Accounts Payable/Purchasing:

1. Oversee annual Budget and Appropriation Ordinance creation.
2. Assist the Treasurer in the preparation of, and managing, the Village's overall budget, gathering input from department heads to ensure that monies are used effectively and in concert with decisions made by the Board of Trustees.
3. Supervise the usage of the Village credit cards by department heads.
4. Oversee the procurement of all goods and services in excess of \$5,000 and up to \$10,000 as directed by the Village Board, or by a committee chairperson thereof. Said oversight shall include bid preparation, advertisement and collections, contract completion, and project supervision.
5. Review attorney billings.

Village Planning/Operations:

1. Execute the overall long-term strategic direction for the Village based on direction provided by the Board of Trustees, as well as information obtained through both internal and external discussions, meetings, and other communication forums designed to ascertain the current and future needs of the Village.
2. Respond to information requests of all elected officials concerning any aspect of Village operations, including those associated with all administrative, financial, development, building/zoning, and public works issues.

3. Keep the Village President and Board of Trustees timely informed of status of critical and/or highly visible plans, programs, and activities of the Village; provide feedback, reports, and other information regarding financial issues/concerns, as appropriate.
4. Promote the Village to developers as an attractive location for new businesses and housing developments that meet the needs of current and future residents.
5. Assist the appropriate committee chairperson in the development of a short-term and long-term capital improvements program.
6. Assist the department heads to ensure the upkeep of all village real and personal property and create a maintenance schedule.
7. Perform all other duties as assigned or necessary to ensure the overall effectiveness of the Village as a whole for the various aspects of community development, economic development, annexation, and general well-being of the Village.

Mediation/Mitigation:

1. Remain abreast of principles of risk management as they pertain to local government operations and prepare appropriate plans to mitigate any events or situations which may impact the Village and to which these principles apply.
2. Manage conflict among employees, resolve employee complaints and disputes, and foster an environment that allows all employees to achieve their fullest potential.
 - A. He/she shall have the power to issue rulings concerning disputes and complaints that shall supersede the rulings of subordinate department heads.
3. Investigate all complaints pertaining to Village services or administration and enforce all ordinances and policies in relation to said complaints and/or make recommendations to the Village Board.
 - A. Provide written and/or oral reports as requested by the Board of Trustees regarding these complaints.
4. Work with all employees, including being a sounding board and problem solving "open door" style.

Contracts/Public Eye/Reports:

1. Produce, or cause to be produced, regular reports designed to inform the Village President and Village Board to the maximum extent possible regarding the affairs of the Village.
2. Serve as the primary Village representative with members of the press, initiate and/or approve all Village press releases. Advise Village President and Board of Trustees of potential press releases impacting the Village and recommend actions to be taken to appropriately respond to such information.
3. Act as liaison between the Village and all other local, county, state, and federal governments.
4. Oversee the development and processing of applications for grant offers.
5. Administer official Village contracts and other agreements such as the Cable Television Franchise, Waste Management, etc.

Ordinances/Resolutions/Meetings:

1. Regularly attend all usual and special meetings of the Village Board and all committee meetings deemed to be appropriate.
2. Work with all department heads to assist in the writing of all resolutions to be presented to the Board.
3. Ensure that Village ordinances, regulations, and other policies are properly interpreted and implemented by all Village employees.
4. Recommend to the Village Board when action should be taken to update, sunset, or otherwise modify existing ordinances, resolutions, or other Village policies.
5. Work closely with Village Attorney in negotiations and preparation of ordinances, agreements, and resolutions related to community development issues, such as planned unit developments and annexations.

Minimum Requirements:

1. Communication
 - a. Possesses excellent verbal, written, and listening skills.
 - b. Display ability to communicate effectively, both verbally and in writing, with various levels of audiences, ranging internally from subordinate employees to Board of Trustees and externally from professional colleagues to elected county, state, or federal officials.
 - c. Possess the ability to establish and maintain effective working relationships with elected/appointed officials, members of all other local, state, and federal governmental units, and the public to achieve Village goals.
2. Experience
 - a. Management/leadership experience necessary, preferring experience in local government.
 - b. Experience with cost-benefit analysis, risk and project management principles.
 - c. Familiarity with Public Works and Public Safety.
 - d. Experience in economic development including, but not limited to, knowledge about tax increment financing districts, business districts, special assessment areas, and special services areas.
3. Education
 - a. Bachelor's degree or higher in public administration, business administration, political science, or related field from a four-year accredited college or university, or equivalent experience as determined by the Board of Trustees.
 - b. Within 6 months of employment:
 - i. Must obtain NIMS Certification
 - ii. Must obtain FOIA Certification
 - iii. Must obtain ILCMA (Illinois City/County Management Association) Membership/Certification

Technical Requirements:

1. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations.
2. Computer (Word processing, spreadsheet, internet, e-mail).
3. Must be bondable.
4. Must have a valid driver's license.

Physical Demands:

- The physical demands described in this position description must be met to successfully perform the essential functions of this position. In compliance with the Americans with Disabilities Act, reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential position functions.
- The duties of this position involve those found in a typical office setting. The ability to operate office equipment such as telephones, computer keyboards, and copiers is required. The holder of this position must have the ability to coordinate eyes, hands, feet, and limbs to perform movements common to an office setting. The ability to exert light physical effort, which may involve some lifting, carrying, pushing/pulling, is also required.