

CHAPTER 3  
VILLAGE ADMINISTRATION

**3.01 OFFICERS AND EMPLOYEES OF VILLAGE**

**A. Effect of Section.** The provisions of this section shall apply to all officers and employees of the Village, regardless of the time of the creation of the office or position of employment and regardless of the time of the appointment of the officer or employment of the employee.

**B. Appointments.** The President, with the advice and consent of the Board of Trustees, shall make appointments to fill all appointive offices. The President may be involved in the selection of all employees and may fill all positions of employment of the Village.

**C. Assignment of Duties.** The President shall have the power and authority to assign to any appointed officer a duty, which is not assigned by ordinance or by law to some other specific officer, and the President, shall determine all disputes or questions relating to the respective powers and duties of such officer.

**D. Records.** All records kept or maintained by any officer of the Village shall be open to inspection by the President or any member of the Board of Trustees at all reasonable times, whether or not such records are required to be kept by statute or ordinance.

**E. Monies Received.** Every officer of the Village shall at least once a week turn over all monies received by them in their official position to the Village Accountant, with a statement showing the source from which the same was received, and shall take the Village Accountant receipt thereof.

**F. Oath.** Before entering upon the duties of their respective offices, all Village officers, whether elected or appointed, shall take and subscribe the oath or affirmation as set forth in the Illinois Municipal Code.

**G. Compensation.**

1. Trustees assuming office on or after May 1, 2005 shall receive a salary of \$4,000.00 annually. Said salaries shall be paid in 12 monthly installments. Trustees assuming office on or after May 1, 2025 shall receive a salary of \$4000 annually to be paid in 12 monthly installments. Monthly compensation is predicated upon attendance at a minimum of two qualifying scheduled meetings per month. Board of Trustees or assigned standing committee meetings are considered qualifying meetings.

2. The President assuming office on or after May 1, 2005 shall receive a salary of \$7,800.00 annually as Village President and \$1,200 annually as Liquor Commissioner to be paid in 12 monthly installments.
3. The Village Clerk assuming office on or after May 1, 2001 shall receive a salary of \$1200 annually to be paid in 12 monthly installments.
4. Members of the Village Planning and Zoning Commission shall receive \$50.00 per meeting attended.
5. All other appointed officers and employees of the Village shall receive such salaries or wages as approved by a majority of the Village Board of Trustees. A review of all appointed officers and employees shall be completed annually and considerations for salary adjustments made available to the Village Board of Trustees. Any adjustment to compensation will be effective as of May 1 of each year.

**H. Termination of Office or Employment.** Every officer and employee of the Village, upon termination of their office or employment, shall deliver to his superior all books, records, uniforms, badges, identification and other property of whatever kind or nature, which may be the property of the Village. If no superior has been elected, chosen, or appointed within seven days after the termination of such office or position of employment, such property shall be delivered to the Village Administrator or to the Village Clerk and a receipt taken therefore.

**I. Bond.** Every officer and employee shall, if required by the Board of Trustees, before entering upon the duties of their office, give a bond in such amount as may be determined by the Village Board and with such sureties as it may approve, conditional upon the faithful performance of the duties of that office or position. The Village shall pay the premium on such bond.

**J. Interfering With Officers and Employees.** It shall be unlawful for any person to interfere with or hinder any officer or employee of the Village while engaged in the duties of their office or job. Any person, firm, or corporation violating any of the provisions of this Chapter shall be subject to fine.

**K. Paid Leave Rights.**

- A. All regular, full-time employees of the Village will, at all times, be provided no less than 40 hours of any form of paid leave for every consecutive 12- month period of their employment.
- B. All part-time, temporary, and seasonal employees of the Village will, at all times, be provided no less than 1 hour of any form of paid leave for every 40 hours worked, up to a maximum of 40 hours.
- C. The Village through its Personnel Policies may make adjustments to eligibility and accrual rates for various forms of paid leave, including sick leave, on an ongoing basis without impacting, affecting, or altering this ordinance, but in no

event shall the rights to paid leave provided to employees be less than what is provided herein.

- D. The rights of employees working for non-municipal employers within Village shall be as stated in the Paid Leave for All Workers Act, 820 ILCS 192/1 *et seq.*, as may be amended from time to time.

### **3.02 OFFICERS OF THE VILLAGE**

#### **A. Village President**

1. Election and Term. The President shall be elected for a four-year term, and shall serve until a successor is elected and qualified, as provided by law.
2. Duties. The President shall be the chief executive officer of the Village, and shall perform such duties as may be required by law or by ordinance. The President shall have the supervision over all executive officers and employees of the Village, and shall have the power and authority to inspect and examine all books and records pertaining to Village affairs and all books and records kept by all officers and employees of the Village in their official capacities, at any reasonable time. The President shall act for and on behalf of the Village on all formal occasions and at all formal receptions.
3. Appointment of Officers. The President shall have the power and authority to appoint, by and with the advice and consent of the Village Board, all officers of the Village whose election or appointment is not otherwise provided for. Any vacancies occurring in an appointive office shall be filled in like manner.
4. Designation of Duties. The President shall have the power to delegate to any appointed officer any duty, which is to be performed when no specific officer has otherwise been directed to perform such duty. Whenever there is a dispute or uncertainty concerning the respective duties or powers of any appointed officer of the Village, such dispute or uncertainty shall be settled by the President upon consultation with the Village Attorney.
5. President Pro Tem. Refer to Chapter 2.05B
6. Bond. Before entering upon the duties of office, the President shall execute a bond in such amount and with such sureties as may be required by law and by ordinance (Section 3.04B), conditional upon the faithful performance of the duties of the office. The Village shall pay the premium on such bond.

#### **B. Village Administrator**

1. Appointment and Term. The Administrator is appointed by the President and serves the Village with no set term of office. The Administrator's employment may be set forth in an agreement, which can be for multiple years not exceeding the term of the President.

The Administrator must reside in the Village. Educational and experience requirements are a Bachelor's Degree with a minimum of 5 years of municipal experience or an experience base of 12 years with progressively increased job responsibilities.

2. Duties. The Administrator is vested by statute with the power and duty to enforce the laws and ordinances within the Village. The Administrator shall:

- a. Be the chief administrative officer of the Village responsible for the efficient operations of all departments.
- b. Attend all meetings of the Village Board and may take part in the discussions, but may not vote.
- c. Be the Investment Officer of the Village.
- d. Plan, organize, implement and evaluate all Village programs approved by the Village Board.
- e. Provide direction to departments heads and ensure that resident needs are addressed
- f. Meet with department heads and staff for planning, work schedules, and coordination of operations.
- g. Perform as the Village Comptroller, overseeing all financial activities including but not limited to budget, appropriation and levy preparation.
- h. Prepare the Management's Discussion and Analysis for the annual audit.
- i. Maintain developer letters of credit
- j. Oversee the management of revenues and expenses.
- k. Seek, procure and manage grants and financing on behalf of the Village.
- l. Interface with elected Village officials to provide data and coordinate projects and events.
- m. Collaborate with and provide direction to the Village Engineer and the Village Attorney on development, zoning and annexation matters, Village projects and legal issues.
- n. Represent the Village at meetings or events, both locally and regionally.
- o. Prepare and submit reports to the Village Board.

- p. Direct the Village's safety and health program to ensure the safety of all Village employees and to meet all Village and OSHA safety requirements.
- q. Act as the Human Resource, EAP and Risk Management Coordinator for the Villages.
- r. Acts as the ADA (Americans with Disability Act) coordinator for the Village, assuring compliance with ADA requirements.
- s. Shall perform statutory duties of the Village Clerk.
- t. Performs such other duties as may be required by law or by ordinance, or as assigned by the Village President

The Administrator cannot create new offices or positions or enter into any contracts except as authorized by the Village Board.

3. Bond. Before entering upon the duties of the office shall execute a bond in such amount and with such sureties as may be required by law or by ordinance (Section 3.04B), conditioned upon the faithful performance of the duties of the office. The Village shall pay the premium on such bond.

### **C. Assistant Administrator**

1. Hiring and Term. The Village President may appoint one Assistant Administrator to serve the Village with no set term. The Assistant Administrator shall be under the direct supervision of the Village Administrator. Educational and experience requirements are a Bachelor's Degree with a minimum 3 years of municipal experience, or an experience base of 5 years with progressively increased job responsibilities.

2. Duties. The Assistant Administrator shall:

- a. Assist the Administrator, President and Board of Trustees with Village related matters to include the preparation of comprehensive reports through the gathering of data, incorporation of source documents and creation of correspondence, reports, power point presentations, graph charts and spreadsheets as directed.
- b. Attend all meetings of the Village Board and make take part in the discussions but may not vote.
- c. Answer citizen inquiries concerning Village services.
- d. Assist in planning, organizing, implementing and evaluating Village programs approved by the Village Board.

- e. Provide document retention and database support.
- f. Provide support to assigned committees
- g. Provide direction to Parks and Facilities personnel
- h. Work with Public Works Foreman to coordinate projects
- i. Work with the Community Service Officer on code enforcement related matters.
- j. Process building permits and perform building inspections as authorized
- k. Help to carry out communication objectives for the Village to include maintenance of the Village's website and other social media.
- l. Assist in coordinating IT activities.
- m. Serve as Deputy Clerk performing the statutory duties of the Village Clerk in their absence.
- n. Perform the duties of the Administrator in their absence.
- o. Performs such other duties as may be required by law or by ordinance, or as assigned by the Administrator or the President.

3. Bond. Before entering upon the duties of the position shall execute a bond in such amount and with such sureties as may be required by law or by ordinance (Section 3.04B), conditioned upon the faithful performance of the duties of the position. The Village shall pay the premium on such bond.

#### **D. Village Clerk**

1. Appointment and Term. The Clerk is appointed by the Village President and serves the Village as provided by law.

2. Duties. The Village Clerk shall:

- a. Seal and attest all contracts, licenses, permits, and such other instruments and documents of the Village as provided for by law or by ordinance.
- b. Keep, maintain and properly index all Village Clerk documents and records in possession.

- c. Be the custodian of the Village Seal, and shall affix its impression upon all papers, instruments, and documents as shall be required by law or by ordinance. Act as the custodian of all papers, instruments, and documents belonging to the Village, which are not assigned for custody to another officer of the Village or to the President or Village Board.
- d. Keeps a register of all licenses and permits issued by the Village and such other records as may be required by law or by ordinance.
- e. Attend all meetings of the Village Board and shall accurately record the minutes of all such proceedings, and shall record and file in separate files all motions, resolutions, ordinances, and other actions passed and approved by the Village Board.
- f. Performs such other duties as may be required by law or by ordinance, or as assigned by the Village President.

C. Bond. Before entering upon the duties of the office shall execute a bond in such amount and with such sureties as may be required by law or by ordinance (Section 3.04B), conditioned upon the faithful performance of the duties of the office. The Village shall pay the premium on such bond.

#### **E. Police Chief**

1. Appointment and Term. The Village Police Chief is appointed by the President and serves the Village with no set term of office. The Police Chief's employment may be set forth in an agreement, which can be for multiple years not exceeding the terms of the President. The Police Chief is under the direct supervision of the Village Administrator. Educational and experience requirements are a Bachelor's Degree with a minimum 5 years of municipal police experience, or an experience base of 12 years with progressively increased job responsibilities.

2. Duties. The Police Chief shall:

- a. Be responsible for the Police Department's operations and performance including patrol, investigations, administration and compliance with laws.
- b. Manage the financial and monetary operations of the department including developing and monitoring the department's budget.
- c. Supervise all department personnel and be responsible for the conduct and efficiency of all department employees.

- d. Evaluate the department's resources and the effective deployment of same. Identify opportunities for intergovernmental partnerships to improve public safety within the community.
  - e. Inquire into all complaints and charges of laxity and misconduct in the performance of duty by departmental personnel.
  - f. Establish and enforce rules and regulations governing departmental personnel.
  - g. Develop and implement the department's goals, objectives and policies.
  - h. Serve, protect and preserve the public peace and enforce all ordinances of the Village.
  - i. Perform tasks and duties identified in Chapter 4.03C entitled Patrolman
  - j. Represent the agency at department events, Village Board meetings, departmental meetings and critical incidents.
  - k. Stay abreast of and identify trends and challenges of modern policing. Recommend and implement appropriate responses in the form of training, policy, or both
  - l. Prepare and present annual reports to the Village Board.
  - m. Perform such other duties as determined by the Village Administrator or Village President.
3. Bond. Before entering upon the duties of the office shall execute a bond in such amount and with such sureties as may be required by law or by ordinance (Section 3.04B), conditioned upon the faithful performance of the duties of the office. The Village shall pay the premium on such bond.

#### **F. Deputy Police Chief**

1. Appointment and Term. The President may appoint a Deputy Police Chief to serve the Village with no set term of office. The Deputy Police Chief is under the direct supervision of the Police Chief. Educational and experience requirements are a Bachelor's Degree with a minimum 5 years of municipal police experience, or an experience base of 10 years with progressively increased job responsibilities.
2. Duties. The Deputy Police Chief shall:
- a. Provide oversight of Police Department operations and performance including patrol, investigations, and compliance with laws.



- b. Participate in the establishment of departmental goals, objectives, and policies.
- c. Monitor and evaluate the efficiency and effectiveness of service delivery methods, and staffing levels.
- d. Participate in the selection, training, supervision, and evaluation of personnel; ensure staff training; work with employees to correct deficiencies and when necessary, recommend disciplinary actions.
- e. Act on behalf of the Chief of Police during their absence, as needed or when assigned.
- f. Serve, protect and preserve the public peace and enforce all ordinances of the Village.
- g. Perform tasks and duties identified in Chapter 4.03C entitled Patrolman.
- h. Assist in the administration of the Department. Appraise the condition of work in the department and recommend steps to improve police operations.
- i. Assist with the administration and maintenance of professional standards, investigations and records.
- j. Represent the agency at department events, Village Board meetings, departmental meetings and critical incidents.
- k. Perform such other duties as determined by the Police Chief, Village Administrator or Village President.

3. Bond. Before entering upon the duties of the office shall execute a bond in such amount and with such sureties as may be required by law or by ordinance (Section 3.04B), conditioned upon the faithful performance of the duties of the office. The Village shall pay the premium on such bond.

#### **G. Village Attorney**

1. Appointment and Term. The Village Attorney shall be appointed by the President, with the advice and consent of the Board of Trustees. The Village Attorney's term may be set forth in an agreement, which can be for multiple years not exceeding the terms of the President. The Village Attorney need not be a resident nor qualified elector of the

Village. The Village reserves the right to hire a Special Attorney in instances where conflict of interest may arise with the Village Attorney.

2. Duties. The Village Attorney shall:

- a. Be the legal advisor of the Village, and shall render advise upon all legal questions affecting the Village whenever requested to do so by any Village Officer. Upon the request of the President or the Board of Trustees, the Village Attorney shall reduce legal advice or opinions in writing.
- b. Prosecute or defend any and all suits or actions at law or in equity to which the Village may be a part, or in which the Village may be interested, or which may be brought against or by any officer of the Village on behalf of the Village or in the capacity of such person as an officer of the Village.
- c. Act to enforce in full all judgments, decrees, or orders rendered or entered in favor of the Village, and to carry to completion all special assessment and condemnation proceedings.
- d. Draft or supervise the drafting of all contracts, leases, and other documents or instruments to which the Village may be a party, and upon the request of the President or the Board of Trustees shall draft ordinances or resolutions on any subjects within the powers of the Village.

3. Bond. The Village Attorney shall not be required to furnish bond before entering upon the duties of the office.

### **G. Village Prosecutor**

1. Appointment and Term. The Village Prosecutor shall be appointed by the President, with the advice and consent of the Board of Trustees. The Village Prosecutor's term may be set forth in an agreement, which can be for multiple years not exceeding the terms of the President. The Village Prosecutor need not be a resident nor qualified elector of the Village. The Village reserves the right to hire a Special Prosecutor in instances where conflict of interest may arise with the Village Prosecutor.

2. Duties. The Village Prosecutor shall prosecute or defend any and all suits or actions at law or in equity to which the Village Police Department may be a part, or in which the Village Police Department may be interested.

3. Bond. The Village Prosecutor shall not be required to furnish bond before entering upon the duties of the office.

**3.03 VILLAGE EMPLOYEES** - Village officers may hire the various clerks or subordinates in their respective offices, which the Village Board authorizes. There shall

be no set term of employment and compensation shall be determined by a majority of the Board of Trustees.

#### **A. Collector/Administrative Assistant**

1. **Hiring and Term.** The Administrator may hire one Collector/Office Assistant with the advice and consent of the Village President to serve the Village with no set term. The Collector/Office Assistant shall be under the supervision of the Administrator. The Collector/Office Assistant shall have a high school diploma with a minimum of 3 years of administrative support experience.

2. **Duties.** The Collector/Office Assistant shall:

- a. Perform all reception duties for the Village Hall.
- b. Receive non-tax revenues, listing them as receivables and turning them over to the Village Accountant for posting to the Village's financial records.
- c. Perform clerical duties including but not limited to the typing and filing of correspondence, reports, lists, permits, spreadsheets and charts as directed.
- d. Maintain the Village's business listing and liquor licensing database
- e. Perform as Village's building department liaison
- f. Provide support to assigned committees
- g. Maintain posted ordinances
- h. Coordinate community sign postings
- i. Performs such other duties as may be required by law or by ordinance, or as assigned by the Administrator or the Village President.

3. **Bond.** Before entering upon the duties of the position shall execute a bond in such amount and with such sureties as may be required by law or by ordinance (Section 3.04B), conditioned upon the faithful performance of the duties of the position. The Village shall pay the premium on such bond.

#### **B. Village Accountant**

1. **Hiring and Term.** The Administrator may hire one Accountant with the advice and consent of the Village President to serve the Village with no set term. The Accountant is under the direct supervision of the Administrator. A Bachelor's Degree in accounting is preferred with a minimum of 3 year's municipal finance experience.

2. Duties. The Village Accountant shall:

- a. Receive all money paid in to the Village either directly or from other Village personnel, and shall maintain ledgers for the comptroller and collector.
- b. Make out all checks of the Village including payroll and pay out Village funds only on vouchers, orders, or checks properly signed by the President and others assigned by the Village Board.
- c. Deposit Village funds in such legal depositories as may be designated by the Village Board by resolution or ordinance. Shall keep Village funds separate and distinct from any personal or private funds and shall not make personal or private use of the Village funds.
- d. Be responsible for the proper coding of invoices
- e. Maintain financial systems and records of the Village.
- f. Research and prepare reports and analyses of financial matters of the Village.
- g. Process utility billing
- h. Maintain accurate books and records of accounts showing all monies received by the Accountant, the source thereof, and all monies paid out by the Accountant and the purpose for which such money was paid out.
- i. Be responsible for preparation and submittal of all payroll tax reports.
- j. Assist in the preparation of the Comprehensive Annual Financial Report.
- k. Prepare and publish the annual Treasurer's Report
- l. Acts as the Treasurer for the police pension fund.
- m. Invest Village funds not immediately necessary in such depositories or in such securities as the Administrator deems in the best interest of the Village.
- n. Handle all matters dealing with developer escrow and property maintenance accounts.
- o. Assist in carrying out communication objectives for the Village to include maintaining and updating the Village's website and other social media.

- p. Performs such other duties as may be required by law or by ordinance, or as assigned by the Administrator or the Village President.
3. Bond. Before entering upon the duties of the position shall execute a bond in such amount and with such sureties as may be required by law or by ordinance (Section 3.04B), conditioned upon the faithful performance of the duties of the position. The Village shall pay the premium on such bond.

### **C. Police Clerk**

1. Appointment and Term. The Police Chief may hire a Police Clerk with the advice and consent of the Village President to serve the Village with no set term. The Police Clerk is under the direct supervision of the Police Chief. The Police Clerk shall have a high school diploma with a minimum of 3 years of administrative support experience.
2. Duties. The Police Clerk shall:
  - a. Receive and examine all reports submitted by officers and other departmental employees assuring they are complete, accurate, timely and in compliance with all applicable rules, policies and regulations. Enter all reports into information database(s)
  - b. Enforce the security requirements of all records and offices.
  - c. Collect fees for report requests and violations of local ordinances from the public insuring accuracy and compliance with established financial controls.
  - d. Oversee management of all records for the police department including the storage and file destruction of documents insuring confidentiality and compliance with all applicable policies, laws and rules.
  - e. Draft letters, memos and other correspondence as requested assuring for accuracy and timeliness.
  - f. Present records in court when a subpoena is presented assuring for accuracy and professionalism.
  - g. Complete and submit all fingerprint cards in conjunction with criminal history records assuring for accuracy.
  - h. Administer all ordering and purchase order documentation. Code invoices and other documents as needed assuring for accuracy and compliance with budget requirements.

- i. Calculate, collect and submit all employee time sheets/cards assuring for accuracy, professionalism and compliance with applicable policies and practices.
  - j. Research and prepare monthly Uniform Crime Reports, and village board reports assuring for accuracy and timeliness.
  - k. Maintain municipal court case dispositions assuring for accuracy and timeliness.
  - l. Oversee supply inventory and orders supplies as necessary for timeliness.
  - m. Assist with citizen requests for services including citizen walk-in requests; answers telephones assuring timeliness.
  - n. Distribute mail received assuring for timeliness.
  - o. Performs such other duties as may be required by law or by ordinance, or as assigned by the Police Chief, Administrator or the Village President
3. Bond. Before entering upon the duties of the position shall execute a bond in such amount and with such sureties as may be required by law or by ordinance (Section 3.04B), conditioned upon the faithful performance of the duties of the position. The Village shall pay the premium on such bond.

### **E. Building and Code Officer**

1. Hiring and Term. The Village Administrator may hire one Building Code Officer with the advice and consent of the Village President to serve the Village with no set term. The Building and Code Officer is under the direct supervision of the Administrator. A Bachelor's Degree is preferred with BOCA Certification and a minimum of 5 years of municipal experience dealing with building and code enforcement.

2. Duties: The Building and Code Officer shall:

- a. Insure adherence to all Building and Zoning codes adopted by the Village Board.
- b. Inspect all buildings for conformance with all building and zoning codes adopted by the Village at various stages of construction.
- c. Insure safe building practices by contractors, developers and individuals.
- d. Assist, as necessary, the Planning and Zoning Committees on building and zoning codes.

- e. Organize and maintain all building records and plans for future reference.
- f. Prepare and issue all building permits.
- g. Perform duties of Building Inspector.
- h. May issue tickets for any building code violations or building/land related nuisance violations which he/she may observe while performing his/her job responsibilities.
- i. Reviews building plans for conformance with codes, ordinances and laws
- j. Review Tentative and Final Plats of subdivision.
- k. Perform such other duties as required or directed by the Village Administrator or Village President.

3. Bond. Before entering upon the duties of the position shall execute a bond in such amount and with such sureties as may be required by law or by ordinance (Section 3.04B), conditioned upon the faithful performance of the duties of the position. The Village shall pay the premium on such bond.

#### **F. Special Projects Coordinator**

1. Hiring and Term. The Village President may hire one Special Project Coordinator to serve the Village with no set term. The Special Projects Coordinator is under the direct supervision of the Village President. The Special Projects Coordinator is responsible for assisting with the coordination of major infrastructure and development related projects with a salary to be determined by the Village Board. The position requires a high school diploma or equivalent plus some specialized training and 7-10 years of experience in public works related projects or any equivalent combination of previous and/or on-the-job training and experience which provides the knowledge, skills and abilities listed below.

- ♦ Knowledge of Village infrastructure, easement acquisition and background
- ♦ Knowledge of the Village of Johnsburg and the community is needed in order to effectively provide services to residents.
- ♦ Knowledge in construction projects.
- ♦ Knowledge of conflict resolution techniques

#### **2. Duties:**

- a. Provides coordination and input for major Village infrastructure projects.
- b. Meets with developers and provides input to Village Board regarding development activities.
- c. Assist the Village President in establishing project objectives.
- d. Provides data and recommends changes to project plans.
- e. Attend Village Board and Committee of the Whole meetings.
- f. Regularly requires use of ingenuity and creative thinking.
- g. Focuses on cost and milestone achievement to keep costs low and value high.
- h. Routinely has direct contact with developers, outside consultants, engineers, and contractors.
- i. Has regular contact with and provides reports to the Village President, Village Board of Trustees and Village Administrator.

3. Bond. Before entering upon the duties of the position shall execute a bond in such amount and with such sureties as may be required by law or by ordinance (Section 3.11B), conditioned upon the faithful performance of the duties of the position. The Village shall pay the premium on such bond.

#### **G. Public Works Director**

1. Hiring and Term. The Village Administrator may hire one Public Works Director with the advice and consent of the Village President to serve the Village with no set term. The Public Works Director is under the direct supervision of the Administrator. A Bachelor's Degree in Civil Engineering is preferred with a minimum of 5 years of supervision and field experience dealing with public works infrastructure. Qualified candidates shall exhibit strong leadership, organizational and time management skills. Certifications in sewer and water operations are desirable. The Public Works Director is a hands-on position requiring the candidate to perform both department management and fieldwork.

2. Duties. The Public Works Director shall:

- a. Have supervision over public works personnel, buildings and equipment used in providing and maintaining the infrastructure of the Village.



- b. At the direction of the Administrator, see that the object and purpose of the department of public works is carried out and that the combined system is conducted on an economical, businesslike basis.
- c. Develop the annual public works budget.
- d. Develop both short and long-range department capital infrastructure plans.
- e. Prepare, plan, and direct all public works projects.
- f. Prepare documents, reports, bid specs and project cost analysis.
- g. Maintain vehicle, equipment and infrastructure databases
- h. Represent the Village both locally and regionally on public work's related matters.
- i. Perform public works tasks including but not limited to vehicle and equipment maintenance, heavy equipment operations, snow plowing, maintenance of roadways, sidewalks, drainage facilities and sewer and water facilities.
- j. Update and maintain department inventory
- k. Performs such other duties as may be required by law or by ordinance, or as assigned by the Administrator or the Village President.

#### **H. Parks and Facilities Lead**

1. Hiring and Term. The Village Administrator may hire one Parks and Facilities Lead with the advice and consent of the Village President to serve the Village with no set term of employment. The Parks and Facilities Lead is under the direct supervision of the Administrator. The position is responsible for the maintenance, improvement and upkeep of the Village's buildings, ground, facilities and parks. This position requires a high school diploma and training/experience in construction and building maintenance or any equivalent combination of on-the-job training and experience which provides the knowledge, skills and abilities listed below.

- ♦ Understanding of current building codes.
- ♦ Experience in building maintenance and construction techniques.
- ♦ Ability to operate equipment.
- ♦ Possess a Commercial Driver's License (CDL)

2. Duties. The Building, Facilities and Grounds employee shall:

- a. Maintain the Village's buildings, facilities, parks and grounds.
- b. Perform and/or bid small Village construction, remodeling and maintenance projects related to buildings, facilities and grounds as directed.
- c. Direct and oversee seasonal parks and facilities employees
- d. Assure Village safety practices are followed
- e. Perform and assist with special projects and events.
- f. Perform record keeping and other administrative duties associated with the maintenance, upkeep and construction of the Village's Buildings, Facilities and Grounds
- g. Perform such other duties as may be required by law or by ordinance, or as assigned by the Administrator, or Village President.

### **I. Senior Public Works Operator**

1. Hiring and Term. The Administrator may hire one Senior Public Works Operator with the advice and consent of the Village President to serve the Village with no set term. The Senior Public Works Operator is under the direct supervision of the Administrator and is a part-time position compensated at a rate to be determined by the Village Board.

2. Duties. The Senior Public Works Operator shall:

- a. Maintain a Class A potable water and Class 1 wastewater certification
- b. Be responsible for operations of water and wastewater activities to include required testing, maintenance, inspection and reporting of operations to insure that compliance is maintained with all applicable requirements of the Village's Illinois EPA NPDES Permit and Illinois EPA Public Water Supply permits
- c. Perform site visits to the wastewater treatment plant and water systems as required to properly operate said systems and perform oversight. A minimum of two site visits per week shall be required. Site visits shall be conducted each weekend on Saturday and Sunday. The public works staff shall be responsible for conducting plant inspections Monday thru Friday under the supervision of the Senior Public Works Operator.

- d. Provide proper training for maintenance, inspections and testing to the public works staff for the wastewater treatment plant, lift stations, water tower and water systems. Training shall include quality control testing, chlorine residuals and fluoride residuals testing to be conducted at the Village's wells by the public works staff during the weekdays. Training shall also include assistance and preparation for the public work's staff to pursue operator's certification.
- e. Be responsible for the preparation and submittal of the monthly Discharge Monitoring Report and the required potable water reports for all Village water systems based upon test results from a qualified lab. Shall keep the Village of Johnsburg and its engineers informed of any actions necessary to prevent or eliminate NPDES Permit violations.
- f. Be notified promptly of any emergency situation and direct any maintenance and repairs necessary, making any required adjustments to the operations of the wastewater treatment plant and water system accordingly. Public works staff shall not take any action with respect to the wastewater treatment plant and water systems other than routine operational activities and maintenance without the direct supervision and/or approval of the Senior Public Works Operator.
- g. Oversee and/or provide guidance for the repair of all water main breaks; repairs and maintenance of the composite samplers at the wastewater treatment plant; cleaning and maintenance of the ultraviolet system at the wastewater treatment plant; daily cleaning of the bar screens and clarifier weirs; hydrant flushing; and valve exercising programs all of which shall be performed by the public works staff.
- h. Maintain required daily logs, noting any unusual conditions and take either corrective action or promptly notify the Village of action needed.
- i. Sign and maintain all required operating records.
- j. Arrange for sample collections at the wastewater treatment plant and water systems in accordance with IEPA established procedures. Training shall be provided to public works staff to insure that all samples taken by staff are performed in accordance with the IEPA's procedures and approved by the Senior Public Works Operator.

- k. Prepare, execute and submit to all appropriate agencies all required reports with respect to the operations of both the wastewater treatment plant and potable water systems and provide copies of all reports to the Village.
- l. Recommend a qualified laboratory for the performance of all required testing.
- m. Perform operational testing, routine mechanical and electrical maintenance, and perform basic system trouble-shooting.
- n. Provide the Village with a recommended spare parts inventory.
- o. Advise the Public Works Director of what chemicals, materials and other supplies are needed for the proper operations and maintenance of the system but shall not have purchasing authority for same.
- p. Assist with the preparation of the annual Consumer Confidence Reports and any other reports and correspondence required to be mailed to system users.
- q. Be available 24 hours per day/7 days per week to respond to SCADA alarm dialer call-ins and other emergencies until operations are returned to normal.
- r. Be responsible to provide a qualified water and wastewater operator in his/her absence.

## **J. Public Works Operator**

**1. Hiring and Term:** The Village Administrator may hire one Public Works Operator with the advice and consent of the Village President to serve the Village with no set term. The Public Works Operator shall be under the direct supervision of the Senior Public Works Operator. The Public Works Operator shall have a high school diploma with a minimum of 3 years of experience in the operations of municipal water and/or wastewater systems.

**2. Duties.** The Public Works Operator shall:

- a. Hold a Class C potable water and/or Class 3 wastewater certification
- b. Perform the required maintenance and testing of the Village's potable water and waste water systems as directed

- c. Participate in maintenance of the Village's infrastructure including buildings, parks, roads and right of ways, sewer and water systems.
- d. Have a Commercial Driver's License (CDL)
- e. Perform such other duties directed by the Senior Public Works Operator.

#### **K. Public Works Foreman**

1. Hiring and Term. In the absence of a Public Works Director, the Village Administrator may hire one Public Works Foreman with the advice and consent of the Village President to serve the Village with no set term. The Public Works Foreman shall be under the direct supervision of the Village Administrator. The Public Works Foreman shall have a high school diploma with a minimum of 5 years of experience in public works infrastructure (maintenance, repair and/or installation) to include heavy equipment operations, snow removal and ice control methods.

2. Duties. The Public Works Foreman shall:

- a. Have a Class "A" Commercial Driver's License (CDL)
- b. Perform public works tasks including but not limited to vehicle and equipment maintenance, heavy equipment operations, snow plowing, maintenance of roadways, parks, sidewalks, drainage facilities and sewer and water facilities
- c. Have supervision over public works personnel, buildings and equipment used in providing and maintaining the infrastructure of the Village.
- d. At the direction of the Administrator, see that the object and purpose of the department of public works is carried out and conducted in an economical and businesslike basis.
- e. Prepare, plan, and organize all public works projects.
- f. Update and maintain department inventory
- g. Maintain vehicle, equipment and infrastructure maintenance logs.
- h. Perform such other duties as directed by the Village Administrator and Village President.

#### **L. Public Works (A) Employee**

1. Hiring and Term. The Public Works Director may hire one Public Works (A) Employees with the advice and consent of the Administrator and Village President to serve the Village with no set term. A Public Works (A) Employee shall be under the direct supervision of the Public Works Director. A Public Works (A) Employee shall have a high school diploma with a minimum of 3 years of experience in the maintenance of infrastructure, facilities and grounds to include snow removal and ice control methods.

2. Duties. The Public Works (A) Employee shall:

- a. Have a Commercial Driver's License (CDL)
- b. Participate in maintenance and repair of the Village's infrastructure including buildings, parks, roads and right of ways, sewer and water systems as directed.
- c. Operate Heavy and General Equipment
- d. Perform other duties as directed

#### **M. Public Works (B) Employee**

1. Hiring and Term. The Public Works Director may hire Public Works (B) Employees with the advice and consent of the Administrator and Village President to serve the Village with no set term. A Public Works Employee (B) shall be under the direct supervision of the Public Works Director. A Public Works (B) Employee shall have a high school diploma and be capable of performing general maintenance activities such as mowing, trimming, painting etc.

2. Duties. The Public Works (B) Employee shall:

- a. Participate in maintenance and repair of the Village's infrastructure including buildings, parks, roads and right of ways, sewer and water systems as directed.
- b. Operate general equipment
- c. Perform such other duties as directed.

#### **3.04 BONDS OF OFFICERS AND EMPLOYEES**

A. Every officer and employee of the Village, as may be required so to do by law or by ordinance, before entering upon the duties of the office or position of employment, shall give a bond in such amount and with such sureties as may be required by law or by the Village Board, which shall be subject to the approval of the Village Board, and which

shall be conditional upon the faithful performance of the duties of the office or position of employment. Unless otherwise provided for by law or by ordinance, such bonds shall have the surety a company or corporation licensed to act as surety in the State of Illinois and to do business in the State of Illinois. The premiums on such bonds shall be paid out of the general funds of the Village.

B. The penalty of bonds of certain elected and appointed officers and employees of the Village shall be as follows:

President	\$10,000.00
Administrator	\$10,000.00
Village Clerk	\$ 3,000.00
Deputy Clerk	\$ 3,000.00
Village Accountant	\$10,000.00
Office Asst/Collector	\$ 3,000.00
Finance Chairman	\$10,000.00
Building and Code Off.	\$ 5,000.00
Police Chief	\$ 5,000.00
Police Clerk	\$ 3,000.00

### **3.05 CODE OF ETHICS**

A. Declaration of Policy: The proper operation of democratic government requires that Officers and Employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, a Code of Ethics for all Village Officers and Employees is adopted. The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for all Village Officers and Employees by setting forth those acts or actions that are incompatible with the best interest of the Village and by directing disclosure by such Officers and Employees of private financial or other interests in matters affecting Village life.

B. Code of Ethics: The requirements set forth herein shall constitute a Code of Ethics establishing reasonable standards and guidelines for the ethical conduct of Officers and Employees of the Village.

C. Definitions: For purposes of this Section, the following terms shall be given these definitions:

**“Campaign for elective office”** means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a Political Organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities: (i) relating to the support or opposition of any executive, legislative, or

administrative action; (ii) relating to collective bargaining; or (iii) that are otherwise in furtherance of the person's official duties.

**"Candidate"** means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in Section 1-3 of the Election Code (10 Ill. Comp. Stat. 5/1-3).

**"Collective Bargaining"** has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 Ill. Comp. Stat. 315/3).

**"Compensated Time"** means, with respect to an Employee, any time worked by or credited to the Employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Section, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the Employee is on a Leave of Absence. With respect to Officers or Employees whose hours are not fixed, "compensated time" includes any period of time when the Officer or Employee is on premises under the control of the Employer and any other time when the Officer or Employee is executing his or her official duties, regardless of location.

**"Compensatory Time Off"** means authorized time off earned by or awarded to an Employee to compensate in whole or in part for time worked in excess of the minimum work time required of that Employee as a condition of his or her employment.

**"Contribution"** has the same meaning as that term is defined in Section 9-1.4 of the Election Code (10 Ill. Comp. Stat. 5/9-1.4).

**"Employee"** means a person employed by the Village of Johnsburg, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an Employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

**"Employer"** means the Village of Johnsburg.

**"Gift"** means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an Officer or Employee.

**"Intra-Governmental Gift"** means any gift given to an Officer or Employee of the Village from another Officer or Employee of the Village.

**"Inter-Governmental Gift"** means any gift given to an Officer or Employee of the Village from a member or employee of the legislative branch of the government of the



State of Illinois, a judge or employee of the judicial branch of the government of the State of Illinois, an officer or employee of the executive branch of the government of the State of Illinois, an officer or employee of a unit of local government, home rule unit, or school district, or an officer or employee of any other governmental entity.

**“Leave of Absence”** means any period during which an Employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the Employer.

**“Officer”** means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

**“Political Activity”** means any activity in support of or in connection with any campaign for elective office or any Political Organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person’s official duties.

**“Political Organization”** means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 Ill. Comp. Stat. 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

**“Prohibited Political Activity”** means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fund-raiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a Political Organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective officer or on behalf of a Political Organization for political purposes or for or against any referendum question.

6. Assisting at the polls on Election Day on behalf of any Political Organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a Political Organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

**“Prohibited Source”** means any person or entity who:

1. is seeking official action (i) by an Officer or (ii) by an Employee, or by the Officer or another Employee directing that Employee;
2. does business or seeks to do business (i) with the Officer or (ii) with an Employee, or with the Officer or another Employee directing that Employee;
3. conducts activities regulated (i) by the Officer or (ii) by an Employee, or by the Officer or another Employee directing that Employee; or
4. has interests that may be substantially affected by the performance or non-performance of the official duties of the Officer or Employee.

**“Relative”** means those people related to the Officer or Employee as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law,

mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the Officer's or Employee's spouse and the Officer's or Employee's fiancé or fiancée.

D. Prohibited Political Activities:

1. No Officer or Employee shall intentionally perform any prohibited Political Activity during any Compensated Time, as defined herein. No Officer or Employee shall intentionally use any property or resources of the Village in connection with any Prohibited Political Activity.

2. At no time shall any Officer or Employee intentionally require any other Officer or Employee to perform any Prohibited Political Activity (i) as part of that Officer or Employee's duties, (ii) as a condition of employment, or (iii) during any Compensated Time off (such as holidays, vacation or personal time off).

3. No Officer or Employee shall be required at any time to participate in any Prohibited Political Activity in consideration for that Officer or Employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any Officer or Employee be awarded additional compensation or any benefit in consideration for his or her participation in any Prohibited Political Activity.

4. Nothing in this Section prohibits activities that are permissible for an Officer or Employee to engage in as part of his or her official duties, or activities that are undertaken by an Officer or Employee on a voluntary basis which are not prohibited by this Section.

5. No person either: (i) in a position that is subject to recognized merit principles of public employment; or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a Political Organization or club.

E. Gift Ban:

1. Except as permitted by this Section, no Officer or Employee, and no spouse of or immediate family member living with any Officer or Employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any Prohibited Source, as defined herein, or which is otherwise prohibited by law or ordinance. No Prohibited Source shall intentionally offer or make a gift that violates this Section.

2. Exceptions: Section 3.05-E1. is not applicable to the following:

- a. Opportunities, benefits, and services that are available on the same conditions as for the general public.
- b. Anything for which the Officer or Employee, or his or her spouse or immediate family member, pays the fair market value.
- c. Any (a) contribution that is lawfully made under the Election Code; or (b) activities associated with a fund-raising event in support of a Political Organization or candidate.
- d. Educational materials and missions.
- e. Travel expenses for a meeting to discuss business.
- f. A gift from a Relative.
- g. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Officers or Employees, or their spouses or immediate family members.
- h. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, “catered” means food or refreshments that are purchased ready to consume which are delivered by any means.
- i. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an Officer or Employee), if the benefits have not been offered or enhanced because

of the official position or employment of the Officer or Employee, and are customarily provided to others in similar circumstances.

- j. Intra-Governmental and Inter-Governmental gifts.
- k. Bequests, inheritances, and other transfers at death.
- l. Any item or items from any one Prohibited Source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

3. Disposition of Gifts: An Officer or Employee, his or her spouse or an immediate family member living with the Officer or Employee, does not violate this Section if the recipient promptly takes reasonable action to return a gift from a Prohibited Source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered or succeeded.

F. Penalties:

1. A person who intentionally violates any provision of Section 3.05-D may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

2. A person who intentionally violates any provision of Section 3.05-E is subject to a fine in an amount on not less than \$1,001 and not more than \$5,000.

3. The Commission may levy an administrative fine of up to \$5,000 against any person who violates this Code of Ethics or who intentionally makes a false, frivolous, or bad faith allegation.

4. In addition to any administrative fines imposed pursuant to Section 3.05-F.3 above, any person who intentionally makes a false report alleging a violation of any provision of Section 3.05 to the Ethics Commission, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

5. A violation of Section 3.05-D shall be prosecuted as a criminal offense by the Village Attorney by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

6. A violation of Section 3.05-E may be prosecuted as a quasi-criminal offense by an attorney for the Village, or the Ethics Commission, through the designated administrative procedure.

7. In addition to any other penalty that may be applicable, whether criminal or civil, an Officer or Employee who intentionally violates any provision of this Section is subject to discipline or discharge.

G. Distribution of Code of Ethics: The Village Clerk shall cause a copy of this Code of Ethics to be distributed to every Officer and Employee of the Village within thirty days after enactment of this Code of Ethics. Each Officer and Employee elected, appointed or engaged hereafter shall be furnished a copy before entering upon the duties of his or her office or employment.”

### **3.06 OTHER PROVISIONS PERTAINING TO THE VILLAGE**

A. Corporate Seal. The corporate seal of the Village shall be as follows:

A circular disc with the words “Official Seal” inscribed in the inner circle and “Village of Johnsburg, Illinois” in the outer circle thereof.

B. Fiscal Year. The fiscal year of the Village shall begin on the 1<sup>st</sup> day of May of each year and end the 30<sup>th</sup> day of April of the year following.

C. Elections. Election for municipal offices shall be held as is provided by statute, and at the same time prescribed by statute.

### **3.07 NON PUBLIC FORUMS**

A. The offices of the Village staff, Village officials and the employees of the Village police department, the police booking area, holding cells, conference rooms and bathrooms in the David G. Dominguez Municipal Center are not public forums. Such areas shall be marked as “non-public forum”. No member of the public shall access such area of the David G. Dominguez Municipal Center marked as “non-public forum” unless expressly invited to do so by a member of the Village staff, a Village official or employee of the Village’s Police Department.

B. PENALTY. Unless otherwise provided, any person, firm, or corporation violating 3.07 shall be fined not less than \$500.00 nor more than \$750.00 for each offense.