

VILLAGE MANAGER'S OFFICE

DUTIES, RESPONSIBILITIES, and AUTHORITY of the VILLAGE ADMINISTRATOR/MANAGER

(Village Code: Sec. 1-7-1)

Authorization to Employ Administrator/Manager; Appointment: The President and Board of Trustees are hereby authorized to employ a Village Administrator/Manager. Such Administrator/Manager shall be appointed by the Village President, by and with the advice and consent of the Board of Trustees.

To be Chief Administrator of the Village: The Village Administrator/Manager, under and subject to the direction of the President and Board of Trustees, shall be the chief administrator of the Village, and shall be responsible to the President and Board of Trustees for the proper direction of the administrative affairs of the Village.

Execution of Administrative Supervision, Control: The Village Administrator/Manager shall execute, on behalf of the Board of Trustees, its administrative supervision and control of the affairs of the Village and its employees.

Relationship with Appointed Boards and Commissions: The Village Administrator/Manager shall cooperate with such advisory boards and commissions that the Board has and shall create. The Administrator/Manager shall receive direction from the Village Board.

Supervision Over All Departments: The Village Administrator/Manager shall supervise and coordinate the work of all departments of the Village and the employees thereof.

Appointment Power: The Village Administrator/Manager shall hire and promote all employees necessary for the proper functioning of the Village except for those offices, boards or institutions whose appointment is otherwise mandated by State statute. The Village Administrator/Manager, subject to the approval of the Village Board and the President, shall appoint Village department heads.

Budget Preparation, Adoption: The Village Administrator/Manager together with the Finance Director shall prepare budgets and submit such budgets together with opinions and recommendations covering their important features to the President and Board of Trustees for their review and approval. Together with the Finance Director, the Village Administrator/Manager shall assume the responsibility for the administration of the budget after its adoption.

Investigation of Complaints: The Village Administrator/Manager shall receive and have investigated all complaints in relation to matters concerning the administration of the government of the Village and the services maintained and provided by the Village.

Recommending Municipal Pay Scale: The Village Administrator/Manager shall, in coordination with the department involved, recommend to the President and Board of Trustees, a standard schedule of pay for employee classifications in the service of the Village.

Making General Recommendations: The Village Administrator/Manager shall recommend to the President and Board of Trustees the adoption of such measures as he/she may deem necessary or expedient for the health, safety or welfare of the community, or for the improvement of the services rendered by the Village when such measures require action by the Village Board.

Other Additional Duties: The Village Administrator/Manager shall perform such other duties as may be required by the President and Board of Trustees consistent with law and ordinances of the Village.

Matters Directed to the Administrator/Manager's Attention: All offices and departments shall submit all matters requiring Board of Trustees' action or attention to the Village Administrator/Manager, who shall submit them to the Board with recommendations as may be deemed necessary. All department or employee requests by the Village Board shall be submitted to the Village Administrator/Manager and shall receive instruction as to policy and departmental operation from the Administrator/Manager.

Purchase and Sale/Trade-in of Personal Property: The Village Administrator/Manager shall have authority to:

1. Sell or purchase an item of personal property for the Village within the scope of the budget approved by the Village Board when such item of personal property is either sold or purchased for less than \$10,000;
2. Trade in an item of personal property of the Village when the trade-in value of such item of personal property is less than \$10,000; and
3. Both trade in and purchase a replacement item of personal property for the Village when the trade-in value and purchase price, less the value of the trade-in, are individually each less than \$10,000.