

CHAPTER 6
VILLAGE OFFICERS; ADMINISTRATIVE PROVISIONS

Section

1-6-1	Village Administrator
1-6-2	Village Treasurer
1-6-3	Village Engineer
1-6-4	Village Attorney
1-6-5	Village Prosecutor
1-6-6	Building Officer
1-6-7	Appointment of Additional Officers
1-6-8	Term of Office
1-6-9	Village Clerk; Deputy Village Clerk
1-6-10	Village Collector
1-6-11	Unpaid Check Fees

§1-6-1: VILLAGE ADMINISTRATOR:

- (A) Position Created; Appointment: There is hereby created the position of Village Administrator, who shall be appointed by the Village President with the advice and consent of the Board of Trustees. The Village Administrator shall serve at the pleasure of the President and Board of Trustees.
- (B) Bond: The fidelity bond of the Village Administrator shall be in an amount specified by resolution of the Board of Trustees.
- (C) Duties: The Village Administrator shall perform such administrative duties as may be assigned by the Village President and Board, and the Administrator shall report to the Village President and Board of Trustees.
- (D) Compensation: The Village Administrator shall be compensated as may be provided from time to time by the corporate authorities. (Ord. 77-132, 1977; amd. 1979 Code)
- (E) Acting Administrator: In the event of the temporary absence or disability of the Village Administrator, or in the event the position becomes vacant for any reason, the Village President may act as administrator, or may appoint an acting administrator who shall serve until the administrator returns to his or her duties or until a regular appointment of a successor is made.

(Ord. 92-333, 6-4-1992)

§1-6-2: VILLAGE TREASURER:

The President, with the advice and consent of the Board of Trustees, shall appoint a Village Treasurer. The term of the Village Treasurer shall be for two (2) years, or until his or her successor shall have been appointed and qualified. (Ord. 66-1, 10-31-1966)

§1-6-3: VILLAGE ENGINEER:

The President, with the advice and consent of the Board of Trustees, may appoint an individual or firm as Village Engineer from time to time without specifying any term of office. (1979 Code)

§1-6-4: VILLAGE ATTORNEY:

The President, by and with the advice and consent of the Board of Trustees, may appoint and retain an attorney or firm of attorneys to represent the Village and advise the corporate authorities and other Village officers and officials. Such appointment may be terminated by such attorney or firm of attorneys or by the corporate authorities on written notice given not less than thirty (30) days prior to the effective date of such termination. (1979 Code)

§1-6-5: VILLAGE PROSECUTOR:

The Village Attorney may recommend to the Board of Trustees the appointment of a Village Prosecutor to assist him or her in prosecution for violations of this Code or the ordinances of the Village. If the Board of Trustees appoints a prosecutor in accordance herewith, he or she shall perform his or her duties under the supervision of the Village Attorney. (1979 Code)

§1-6-6: BUILDING OFFICER:

See Section 4-1-5 of this Code. (1979 Code; amd. 2014 Code)

§1-6-7: APPOINTMENT OF ADDITIONAL OFFICERS:

The President, with the advice and consent of the Board of Trustees, may appoint as additional officers a Village Arborist, one or more marshals and a Village Collector (who may be the Village Clerk) and may appoint such other officers and administrative personnel as may be appropriate from time to time. (1979 Code; amd. Ord. 93-350, 2-15-1993)

§1-6-8: TERM OF OFFICE:

Unless otherwise specified, all officers shall serve for terms of one year, beginning May 1 of each year. The term of office of all administrative personnel shall be at the pleasure of the President. (1979 Code)

§1-6-9: VILLAGE CLERK; DEPUTY VILLAGE CLERK:

(A) Village Clerk:

Effective on September 1, 1993, the Village Clerk shall no longer be elected but shall be appointed by the Village President with the concurrence of the Board of Trustees. The Village Clerk shall thereafter have the same term of office as the Village President, but he or she may be removed at any time at the pleasure of the Village President acting with the concurrence of the Board of Trustees. The duties of the Village Clerk shall be those duties as provided by statute and any such

additional duties as may be provided by this Code or other ordinances of this Village. The compensation of the Village Clerk shall be as determined by the Board of Trustees from time to time.

(B) Deputy Clerk:

1. Office Created; Appointment: There is hereby created the office of Deputy Clerk. The Village Clerk is authorized to appoint a Deputy Clerk who shall have the power and duty to execute all documents required by any law or ordinance to be executed by the Clerk, and affix the seal of the Village thereto whenever required.
2. Signing Documents: When signing any documents, the Deputy Clerk shall sign the name of the Village Clerk followed by the word "by" and the Deputy Clerk's own name and the words "Deputy Clerk".
3. Duties: The powers and duties herein described shall be exercised by such Deputy Clerk during any unavailability of the Village Clerk or during a vacancy in that office.
4. Authority; Power: Such Deputy Clerk shall have the authority and power herein described and such further power and authority as may be provided by statutes.

(C) Custody of Documents: The Deputy Clerk shall be custodian of all documents belonging to the Village which are not assigned to the custody of some other officer.

(D) Additional Duties: In addition to the duties herein provided, the Deputy Clerk shall perform such other duties and functions as may be required by statute or ordinance or otherwise assigned by the Board of Trustees.

(E) Compensation: The Deputy Clerk shall be compensated as determined by the Village President but the amount of such compensation shall not exceed the amount or level appropriated or otherwise authorized from time to time by the Board of Trustees.

(Ord. 94-371, 8-15-1994)

§1-6-10: VILLAGE COLLECTOR:

(A) Office Established; Appointment: The office of Village Collector is hereby established pursuant to applicable Illinois statutes. The Village Collector shall be appointed by the President, with the approval of the Board of Trustees, and may be, but shall not necessarily be, the Village Clerk.

(B) Salary: The Village Collector shall be compensated as determined by the Board of Trustees from time to time.

(C) Duties: The duties of the Village Collector shall be the statutory duties of Village Collector and such other additional duties as may be assigned by ordinances of this Village or by the Village President.

(Ord. 94-371, 8-15-1994)

§1-6-11: UNPAID CHECK FEES:

If any check used to pay any fee(s), charge(s), deposit(s), or reimbursement(s) to the Village pursuant to this code is unpaid for nonsufficient funds, due to a closed account, or for any other reason, this shall constitute a violation of this Code by the payor or maker of such check. The payor or maker of such check shall be required to pay said fee(s), charge(s), deposit(s), or reimbursement(s) to the Village immediately by means of cash, cashier's check, or money order, and in addition, shall be required to pay to the Village by the same means and at the same time an additional fee equal to the related actual bank charge(s) incurred by the Village, plus twenty five dollars (\$25.00) for each such unpaid check. (Ord. 2009-009, 10-19-2009)

(Amd. 2014 Code)