

VILLAGE PRESIDENT  
Ray Danford

VILLAGE CLERK  
Jerry Menard

VILLAGE TRUSTEES  
Rita Baker  
Seth Speiser  
Charlie Mattern  
Ray Matchett, Jr.  
Steve Smith  
Mike Blaies

# VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER  
14 SOUTHGATE CENTER, FREEBURG, IL 62243  
PHONE: (618) 539-5545 • FAX: (618) 539-5590  
Web Site: www.freeburg.com

March 11, 2013

VILLAGE ADMINISTRATOR  
Dennis Herzing

VILLAGE TREASURER  
Bryan A. Vogel

PUBLIC WORKS DIRECTOR  
Ronald Dintelmann

POLICE CHIEF  
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY  
Weilmuenster Law Group, P.C

## NOTICE MEETING OF PERSONNEL & PUBLIC SAFETY COMMITTEE (Personnel/Police/ESDA/Fire) (Baker/Smith/Mattern)

A Personnel and Public Safety Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Wednesday, March 13, 2013, at 6:30 p.m.**

### PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

#### POLICE COMMITTEE

- A. Old Business
  - 1. Full-time officer hire – Interview Michael Dahm
  - 2. Roger's Service & Towing Request
  - 3. Patrol car pricing
  - 4. K-9 training
- B. New Business
  - 1. Shredder purchase

#### PERSONNEL COMMITTEE:

- A. Old Business
  - 1. Approval of February 9, 2013 Minutes
  - 2. Employee handbook
  - 3. Job descriptions
- B. New Business
- C. General Concerns
- D. Public Participation
- E. Adjourn

At said Personnel Meeting, the Village Trustees may vote on whether or not to hold an Executive Session to discuss the selection of a person to fill a public office [5 ILCS, 120/2 - (c) (3)], litigation [5 ILCS, 120/2 - (c)(11)] personnel [5 ILCS, 120/2 - (c)(1)]; real estate transactions [5 ILCS, 120/2 - (c)(5)] or collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2)].

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## PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, March 13, 2013 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, March 13, 2013 at 6:34 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Trustee Ray Matchett, Trustee Seth Speiser, Trustee Mike Blaies, Chief Mel Woodruff, Village Administrator Dennis Herzing, Public Works Director Ron Dintelmann and Office Manager Julie Polson.

### POLICE:

#### A. OLD BUSINESS:

1. Full-time officer hire:

### EXECUTIVE SESSION 6:36 P.M.

*Trustee Steve Smith motioned to enter into Executive Session citing personnel, 5 ILCS, 120/2 – (c)1 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

### EXECUTIVE SESSION ENDED at 6:50 P.M.

*Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 6:51 p.m.*

2. Roger's Service & Towing Request: Chief Woodruff said he has not done anything more with this since the last board meeting. Mayor Danford said he invited Dean to this meeting because Dean felt he was being treated unfairly. Dennis said we've never had anyone else complain in situations like this one. Mel said maybe this situation is different because Freeburg Towing has been the exclusive towing service in Freeburg for a long time. Mel said his normal practice is to call the closest towing service when there is an accident. The party to the accident has the option to choose their own towing company if they want to. Steve asked if there would be a conflict of interest if Dean gets elected trustee, and Seth said it is his mom who owns the company. We will make sure a letter goes out to Dean inviting him to the next committee meeting.
3. Patrol car pricing: Mel stated he would like to order a patrol car through state bid before the April 15<sup>th</sup> deadline. We have the money allocated in this year's budget for a new car. This will replace the old Ford that has 163,000 miles on it. We may surplus that car if public works does not want it.

Trustee Steve Smith motioned to recommend to the full Board we purchase a 2013 Chevrolet Impala under state bid pricing for a total cost of \$20,028.16 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

4. K-9 training: Mel reported Matt is participating in the bi-monthly training. There is going to be an academy in April where both Matt and the dog would be required to attend. The cost for the academy is \$1700. However, Stan is going to have surgery and will be out for 5 weeks which leaves us short. Mel would like to wait for the next academy. He also wants to talk to Brian since the academy is more for the beginners and Diggitt has experience. It might be that Matt and Diggitt would not have to attend the entire academy. He will bring more information to the next committee meeting.

#### **NEW BUSINESS:**

1. Shredder: Mel said we are looking at going in with Admin department and purchasing a cross-cut shredder. We are not in compliance with FOIA with our current strip shredder. We found one through Fellows that is just like the one we have now but is the cross-cut at a cost of \$1824. This will help us to meet the security requirements. We can still use the old shredder for common shredding.

Chief Woodruff left the meeting at 7:12 p.m.

#### **PERSONNEL:**

##### **A. OLD BUSINESS:**

1. Approval of February 19, 2013 Minutes: Trustee Steve Smith motioned to approve the February 19, 2013 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.
2. Employee handbook: Nothing new.
3. Job descriptions: Revised job descriptions were passed around for the Village Administrator, Chief of Police, Public Works Director and a new job description for the Assistant Public Works Director. Dennis asked that the committee compare the revised descriptions with the old ones which were based off the job descriptions from Fairview Heights that were included in the packet. He made some changes on each of the job descriptions. With respect to the Chief of Police, sections .015, 017 and 018 were taken directly out of our current code and Dennis felt they needed to be kept in the job description. Also, under 34.016(2), he reviewed the qualification requirements with Mel. Mel believes if we keep the training in there as a requirement, it may be too much for a town our size and also limit the number of applicants we would receive. Dennis kept the training in there as preferred but not required.

For the public works director, Dennis said Fairview Heights wrote theirs around the public works director being a professional engineer with 7 years of experience. He changed Section B, #1 to not make the bachelor's degree mandatory. Other than that, he didn't make any major changes to the job description. The assistant public works director is a new job description. He took the public works director description and modified it. Some of the tasks he changed to say that person will assist the public works director. Dennis said he wrote the job description to how we currently

operating. Mayor Danford felt it might be beneficial to separate the special duties. Dennis said as we grow, the way he wrote it makes less sense. He said John is the only employee licensed as both a water and sewer operator. Trustee Smith asked Ron if he or John had reviewed the job descriptions and Ron said not yet.

**B. NEW BUSINESS:** Julie said we receive requests from various organizations wanting to be informed of new utility customers' names and addresses to send them information about Freeburg. Julie said we've never given out that information before. We would like to have that option available to the residents and have come up with an index card that the resident can fill out if they want to receive this information. The committee was fine with the request.

Administrator Herzing brought up an issue with the public works union contract. Dennis explained the sick time policy. Our current Village Code states an employee who has completed five years of employment with the village will receive their sick time at the beginning of the year. The office staff contract is written that way. The police contract is written where the officers receive 1 sick day per month. Dennis said Jim Beck wrote the public works contract that way and no-one caught it during negotiations. Mayor Danford said it was done unintentionally and didn't see it as precedent setting if we would change the contract now. The committee agreed to have Dennis advise the union steward we are amenable to the change but not until the next contract negotiation.

Trustee Baker asked about the Pickers on Wheels since she received a complaint about them. Ray said if we don't get their cooperation regarding our request to put up a fence, we may issue them a citation. Dennis will ask Phil to prepare a letter regarding this issue.

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** None.

**E. ADJOURN:** *Trustee Steve Smith motioned to adjourn at 7:40 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson  
Office Manager

LAW OFFICES  
**WILLIAM BERRY  
& ASSOCIATES, LLC**

WILLIAM L. BERRY

-----  
JASON W. CORRAY\*  
KEVIN J. NEWTON

-----  
\*Also Licensed in Missouri

300 West Clay Street  
Collinsville, Illinois 62234

618) 344-0034 Fax: (618) 344-3853

St. Clair County Number  
(618) 235-7222

March 11, 2013

RECEIVED

MAR 13 2013

Illinois Department of Employment Security  
4519 West Main Street  
Belleville, IL 62223

Re: Blomenkamp & Burrows vs. City of Freeburg  
Claimant: John Blomenkamp  
Appeal No.: 1256521  
Employer: Village of Freeburg

Dear Sir:

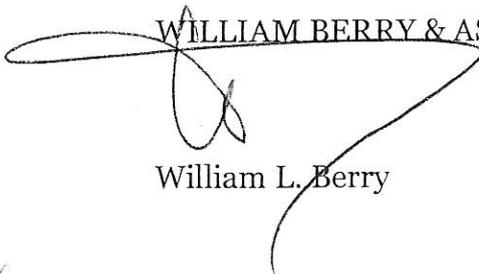
In reference to the above-captioned claimant, I enclose the Notice of Appeal/Board of Review, with attachment, filed on behalf of the above claimant. By a copy of this letter, a copy of the appeal is forwarded to the Village, by certified mailing, and to counsel for the Village, by regular mail.

Appeal is from the Administrative Law Judge decision dated February 14, 2013.

I ask that you refer this matter to the Board of Review.

Very truly yours,

WILLIAM BERRY & ASSOCIATES, LLC

  
William L. Berry

WLB/ea

cc: Brian Manion  
Village of Freeburg ✓  
John Blomenkamp  
Steve Burrows  
Anne Hillyer



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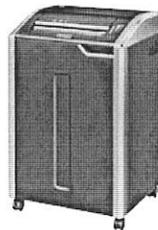
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The Fellowes 425Ci cross cut paper shredder is a 100% jam proof departmental shredder that can shred CDs/DVDs, credit cards, staples, paper clips, and paper. It is a security level 3 shredder.

- Type: Cross Cut Shredder
- Security Level: Medium Security (Level 3)
- Sheet Capacity: 28
- Feed opening: 12"
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- Bin Capacity: 30 Gallon
- Cycle Duty(minutes): Continuous Duty



List Price: \$3599.99

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Condition: New

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2 Years for machine, Lifetime on cutting heads

Fellowes 425Ci Cross Cut Shredder

Designed for large paper size shredding

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The Fellowes 425Ci cross cut paper shredder is a departmental shredder suitable for 10+ people. It has a medium security level 3, and can shred optical media, credit cards, staples, paper clips, and paper. The cross cut shredder's solid steel cutter blades and a powerful motor ensure top class performance. You don't need to regularly maintain the Fellowes shredder, saving you money!

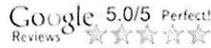
The cross cut shredder's wide feed opening enables large paper size shredding. The Fellowes 425Ci is a jam proof shredder. Its SafeSense® Technology automatically stops shredding when your fingers come near the feed opening. The Fellowes shredder's Auto-Oil™ feature extends shredder life by automatically lubricating the cutting blades. The Fellowes 425Ci cross cut paper shredder's Sleep Mode automatically places the shredder in sleep mode when not in use.

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Where will the shredder be used?

- Personal Shredders
- Office Shredders
- Departmental Shredders
- Industrial Shredders

What is your daily shredding volume?

- Upto 10 Sheets
- 10-15 Sheets
- 15-25 Sheets
- 25-50 Sheets
- Above 50 Sheets

What level of security is best for your needs?

- High Security Shredders
- Medium Security Shredders
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Other innovative features are available, select the solutions that are right for your needs. (check all that apply)

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- SilentShred
- AutoOiler
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- Sleep Mode

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## PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Tuesday, February 19, 2013 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Tuesday, February 19, 2013 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern (via phone), Trustee Ray Matchett, Trustee Seth Speiser, Trustee Mike Blaies (6:48 p.m.); Village Clerk Jerry Menard, Chief Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson.

### POLICE:

#### A. OLD BUSINESS:

1. Full-time officer hire: Chief Woodruff passed out the background information on Mike Dahm and advised the committee that Mike is here tonight for the first interview session.

### EXECUTIVE SESSION 6:30 P.M.

*Trustee Steve Smith motioned to enter into Executive Session citing personnel, 5 ILCS, 120/2 – (c)1 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

### EXECUTIVE SESSION ENDED at 6:48 P.M.

*Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 6:48 p.m.*

2. Approval of December 12, 2012 Executive Session Minutes: Trustee Steve Smith motioned to approve the December 12, 2012 Executive Session minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

### NEW BUSINESS:

1. Roger's Service & Towing Request: Chief Woodruff received a request from Roger's to be placed in the rotation for Village towing services. Mel said we've never dealt with more than one company but there is no ordinance prohibiting that. The committee was fine with the request. Mel will place Rogers on the list to use. He will use them on a rotation basis the same way we do for the local gas stations. He will notify both towing services by letter.

Mel said he will bring the state bid information for patrol cars to the next committee meeting. He would like to purchase one in this year's budget and there is money to do so. A new Impala costs around \$19,000.

Personnel/Police Committee Meeting  
Tuesday, February 19 2013

Page 1 of 3

VILLAGE BOARD OF TRUSTEES MEETINGS ARE HELD ON THE FIRST AND THIRD MONDAY OF EVERY MONTH



Village Clerk Menard asked about Diggitt, the K-9 dog, and Mel said she has had two training sequences and another is scheduled. Brian, her trainer, feels she is ready to start riding with Officer Moeckel. Mel plans on having Brian and Matt train when the schedule permits. They would meet at the Village limits and work the dog together. Brian thinks she will certify. The Village did receive a starter kit from Pet Stoppers valued at \$500.00.

Administrator Herzing advised the committee the Administrative Law Judge for the Blomenkamp and Burrows' unemployment hearings ruled in the Village's favor on both cases. They will not receive unemployment benefits.

Chief Woodruff left the meeting at 7:00 p.m.

**PERSONNEL:**

**A. OLD BUSINESS:**

1. Approval of January 7, 2013 Regular and Executive Session Minutes; Approval of January 22, 2013 Regular Session Minutes: *Trustee Steve Smith motioned to approve the January 7, 2013 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried. Trustee Steve Smith motioned to approve the January 7, 2013 Executive Session minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried. Trustee Steve Smith motioned to approve the January 22, 2013 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*
2. Employee handbook: Nothing new.
3. Job descriptions: We will get the job descriptions in the packet next month.
4. Office Staff Union Contract: Administrator Herzing advised he did not receive any comments from the trustees regarding the contract. The contract is ready to be presented to the board for approval. Steve asked for a typographical error to be corrected. No other comments were made at that time.

Trustee Baker offered for Village Clerk Menard to receive a stipend to transcribe the executive session minutes once Julie is under contract. Charlie asked if that is going to be done by recording or by attending every meeting. Jerry said she usually attends all the meetings. Dennis needs to check the rules on increasing an elected official's compensation before we can do that and stated it has to be done by ordinance. Steve said we could use the recorder for the executive sessions and that way Jerry wouldn't have to be present at every meeting. Dennis said it's up to the committee what they want to do. If it's outside her normal duties as a clerk, she should be compensated for it. Dennis said the first step is checking the time limit on raising an elected official's salary.

Office Manager Polson suggested that a motion be made to recommend the office staff union contract to the board for approval. Trustee Matchett stated he has one question on the contract. He would like it placed on the back burner. He said it's not good timing because of the police contract. Both Steve and Dennis said there isn't any reason to wait on passing the contract. Trustee Mattern said his opinion is if we offer everyone the same rate, we don't need to wait. Dennis said the police officers' salary

negotiations are very close to settling. He said with his surgery, he wasn't able to get back to the police officers with the trustees' last offer to them. He will do that this week.

*Trustee Steve Smith motioned to recommend the office staff union contract to the full Board for approval and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** None.

**E. ADJOURN:** *Trustee Steve Smith motioned to adjourn at 7:11 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson  
Office Manager

## Village of Freeburg

Fairview  
Heights

### Chief of Police Job Description

The Chief of Police serves as top administrative officer of the Police Department. The Chief of Police is responsible for all administrative processes and planning. The Chief of Police is responsible for providing professional law enforcement services for the Village of Freeburg.

#### Essential Job Duties:

1. Responsible for all command functions of the Police Department.
2. Handle planning and research for the department.
3. Prepare and submits the Police Department Budget for annual review.
4. Administer Police Department budget and approves expenditures.
5. Oversee and direct public service programs offered by the department, public relations and communication with the public on law enforcement issues.
6. Coordinate and provide assistance to other law enforcement agencies.
7. Participate in contract negotiations with organized employee groups.
8. Prepare reports as required.
9. Maintain active memberships in professional law enforcement organizations.
10. Serve as personnel officer for all civilian employees of the Police Department, including hiring, promotion, discipline, counseling and dismissal.
11. Provide technical assistance to Board of Fire and Police Commissioners in the hiring of probationary police officers.
12. Occasionally perform the functions and duties of the positions of Police Officer, Sergeant, Lieutenant and Captain as required.

#### Basic Job Qualifications

1. Bachelor's degree in Public Administration, Criminal Justice or related field.
2. Specialized administrative training such as FBI National Academy, Northwestern University Center for Public Safety, Southern Police Institute or a similar advanced training program.
3. Five (5) or more years of progressively responsible supervisory experience in law enforcement.
4. Must be capable of being certified as a Police Officer by the State Training Board.

### Knowledge, Skills, Abilities Required

1. Possesses the requisite knowledge, skills and abilities required for subordinate ranks.
2. Ability to speak, hear, see, write and communicate effectively, clearly and efficiently.
3. Ability to plan and have strong organizational skills.
4. Ability to direct employees, lead and train subordinates and peers.
5. Ability to attend night meetings.
6. Capable of speaking to the public effectively.
7. Capable of handling stress and pressure while completing work on schedule.
8. Ability to read with comprehension, draw conclusions and make evaluations.
9. Ability to establish and maintain effective working relationships with other village departments and agencies.
10. Ability to be objective and make decisions without outside influences.
11. Ability to drive in local area during day and night hours and in adverse weather conditions to St. Clair County, Courthouse, Jail and other designated businesses.
12. Ability to move around the Police Department and Village Hall for copying, gathering information and attending meetings as required.
13. Ability to bend and move weight bearing joints in the process of bending, stooping, kneeling or reaching to assist an injured person, with or without assistance from another officer.
14. Ability to breathe freely and easily when running, chasing or heavy work activity.
15. Ability to exert upper and lower body strength when performing tasks such as pushing a stalled car, lifting a sick or injured person, struggling with a resisting suspect or separating two or more citizens fighting.
16. Ability to react quickly, such as dodging or evading the advances of a suspect who is resisting arrest.
17. Ability to think quickly and make value judgments.

### Working Conditions

The employee works primarily in an office setting. There is significant time traveling locally and to other cities by vehicle for business meetings, court and public speaking presentations. Since the employee periodically responds to calls for service, there is some exposure to physical confrontations with other individuals. The employee may be vulnerable to personal injury. The employee is exposed to inclement weather, although minimal. There is some walking, standing, stooping, reaching that sometimes requires above average physical agility and conditioning.

### Other Job Requirements

From time to time, the Chief of Police may receive special assignments from the Mayor that may fall outside of the immediate scope of responsibility as outlined herein.

*CHIEF OF POLICE***§ 34.015 APPOINTMENT.**

The Chief of Police shall be appointed by the Mayor, with the advice and consent of the Village Board, and shall hold office until his or her successor is appointed and qualified. The appointment shall be made at the first meeting in the month of May in a village election year.  
(Former Code, § 30-1-3)

**§ 34.016 QUALIFICATIONS.**

Minimum qualifications for the position of Chief of Police shall be an Associate Degree in Law Enforcement, successful completion of the State of Illinois required Police Academy and/or an equivalent accredited academy acceptable to and approved by the Illinois Police Training Board, and have at least six years of police administration/supervisory experience. Candidates shall also be required to successfully pass an oral, psychological, background, and medical exam.  
(Former Code, § 30-1-4)

**§ 34.017 ORGANIZATIONAL POSITION.**

The Chief of Police shall receive direction from and be subject to the orders of the Mayor and Village Administrator, pursuant to the Village Organizational Chart.  
(Former Code, § 30-1-5)

**§ 34.018 AUTHORITY.**

The Chief of Police is the Chief Executive Officer of the Department and the final departmental authority in all matters of policy, operations, and discipline. He or she exercises all lawful powers of his or her office and issues such lawful orders as are necessary to assure the effective performance of the Department.  
(Former Code, § 30-1-6)

**§ 34.019 RESPONSIBILITIES.**

Through the Chief of Police, the Police Department is responsible for the enforcement of all laws and ordinances coming within its legal jurisdiction. He or she is responsible for planning, directing, coordinating, controlling, and staffing all activities of the Department, for its continued and efficient

operations, for the enforcement of rules and regulations within the Department, and for the Department's relations with the citizens of the village, of the village government, and of other agencies.

(Former Code, § 30-1-7)

#### § 34.020 RULES AND REGULATIONS.

The Chief of Police shall make and enforce such rules and regulations as he or she shall deem advisable; such rules, when approved by the Village Board shall be binding on the members of the Police Department. The rules and regulations collectively will be kept in a binder and shall be known as the "Police Policy Manual." The rules and regulations may cover, besides the conduct of the members, the following topic areas:

(A) Law enforcement role, responsibilities, and relationships;

(B) Organization, management, and administration;

(C) The personnel structure;

(D) The personnel processing;

(E) Police operations;

(F) Operations support;

(G) Traffic operations;

(H) Prisoner and court-related activities;

(I) Technical services and all other matters necessary or desirable for the better efficiency of the Department.

(Former Code, § 30-1-8)

#### § 34.021 SALARY.

The Chief of Police shall receive such compensation as may be provided by ordinance or resolution of the Village Board.

(Former Code, § 30-1-9)

**§ 34.022 REMOVAL.**

The Chief of Police may be removed from office for just cause pursuant to the provisions of § 30.19 of this code.

(Former Code, § 30-1-10)

**COMMISSIONED POLICE OFFICERS****§ 34.035 APPOINTMENT.**

A sufficient number of police officers full and part-time shall be appointed by the Mayor, by and with the consent of the Village Board, and shall severally hold office from year-to-year, or until the appointment of their respective successors, and shall each, before entering into the performance required by law, execute a bond with security to be approved by the Village Board in the penal sum of \$2,000, conditioned for the faithful performance of the duties of their respective offices, and the payment by each officer of all moneys received by him or her, according to law and the ordinances of the village, which bonds shall be filed in the office of the Village Clerk.

(Former Code, § 30-1-14)

**§ 34.036 QUALIFICATIONS.**

(A) Minimum qualifications to make application for the position of a full-time or part-time commissioned police officer shall be high school diploma or equivalent and successful completion of a State of Illinois authorized mandatory police academy and current certification by the "Illinois Local Governmental Law Enforcement Officers Training Board." Appointments to the position of full-time and part-time commissioned police officer shall also require applicants to successfully pass a written, oral, physical fitness and agility, and psychological exams as well as background and medical examination pursuant to the Police Department Policy Manual.

(B) Minimum qualifications to make application for the position of Senior Police Officer shall require the applicant to be a full-time commissioned police officer qualified under division (A) of this section. The applicant must also have 12 years of service as a village police officer or have reached Step 12 of the village salary step scale. The applicant must pass a written and oral examination as recommended by the Police Committee and approved by the Village Board of Trustees. A nationally recognized testing service company (for example, the International Personnel Management Association or Standard Associates Inc.) shall provide the written exam. Requisite passing scores shall be determined by national standards as set by the testing service unless expressly overridden by the Village Board. An Oral Examination Board consisting of the Village President, Village Administrator, Chief of Police, and at least two members of the Police Committee shall administer the oral exam. The Police Committee Chairman shall chair the Oral Examination Board.

(Former Code, § 30-1-15) (Am. Ord. 908, passed 10-6-97)

## Village of Freeburg

### Village Administrator Job Description

*Fairview  
Heights*

The Village Administrator shall be responsible to the Mayor and Board of Trustees for the proper administration of all affairs of the Village.

Essential Job Duties: Essential functions include the following and the physical requirements listed below.

1. Supervise and coordinate the administrative functions of all departments, offices and agencies of the Village.
2. Recommend appointments, and when necessary for the good of the Village, recommend suspension, disciplinary action or removal of any Village employee.
3. Attend all Village Board meetings and committee meetings, and participate, as required, in all discussions.
4. Provide for the enforcement of such laws and ordinances within the Village.
5. Assist the Mayor and Board of Trustees as the Chief administrative officer of the Village and perform such duties as may be directed by the Mayor and the Board of Trustees.
6. Coordinate activities between the departments to ensure efficient utilization of resources and maximize interdepartmental coordination.
7. Assist the Treasurer's Office in the preparation of the Village's annual budget.
8. Make such reports to the Mayor and Board of Trustees as may be required concerning the operations of the Village departments and offices.
9. Propose and recommend to the Village Board of Trustees such personnel rules and regulations as may be useful for management of policies, handbooks, manuals and collective bargaining.
10. Prepare an annual report at the end of the fiscal year on the workings of the department.
11. Participate in the collective bargaining process of the Village.
12. Oversee the operations of the Village departments.
13. Oversee the investigation responses to the resident inquiries and complaints related to the operations of the Village based upon reports of directors.
14. Participate in the development and implementation of economic development programs for the Village, including business retention, expansion and recruitment.
15. Serve as a liaison to tourism, Chamber of Commerce and all allied organizations.
16. Perform related duties as assigned.

### Basic Job Qualifications

1. Master's Degree in Public Administrator or related degree.
2. Accounting experience.
3. Minimum of three years of assistant administrator experience.
4. Excellent working knowledge of the principles of municipal government.
5. Good communication skills.
6. Valid Illinois driver's license.
7. Driving record acceptable to the Village.
8. Residency in Freeburg.

### Knowledge, Skills, Abilities Required

1. Knowledge of federal, state and local laws, ordinances, rules and regulations relating to municipal government.
2. Knowledge of federal, state, regional and county programs, procedures and funding sources related to municipal government.
3. Knowledge of planning, developing and controlling large budgets.
4. Knowledge of principles and practices of administration, supervision and training.
5. Knowledge of contract law and developing, reviewing, negotiating and enforcing contracts.
6. Knowledge of federal and state grant applications and administration procedures.
7. Knowledge of Village organization, operations, policies and objectives.
8. Knowledge of language, grammar, spelling, punctuation and vocabulary interpersonal skills.
9. Directing the operation of a diverse workforce.
10. Ability to plan, organize, control and direct the activities, services, operations, budgets and policy formulation of a Village.
11. Ability to represent and promote the Village.
12. Ability to negotiate and administer contracts with outside vendors and service providers.
13. Ability to provide clear and concise recommendations and alternative solutions.
14. Ability to develop a vision for the future and set up the steps to reach specific goals.
15. Ability to effectively and persuasively communicate, both verbally and in writing.
16. Knowledge of laws, rules and regulations related to assigned duties.

### Working Conditions

1. Office environment and travel to locations to attend meetings.

### Other Job Requirements

1. Position requires time outside of normal working hours for events and meetings.

### Physical Requirements

1. Must be able to hear and speak sufficiently to effectively communicate with others.
2. Must be able to see to the degree necessary to read and analyze complex data.
3. Manual dexterity necessary to operate office machinery, computer keyboard, telephones, etc.

**VILLAGE ADMINISTRATOR**

**31.160**      POSITION CREATED. There is created the position of Village Administrator. (Former Code, § 1-2-105)

**31.161**      APPOINTMENT AND APPROVAL. The Village Administrator shall be appointed by the Mayor, said appointment being subject to confirmation by the Board of Trustees. (Former Code, § 1-2-106)

**31.162**      TERM OF OFFICE. The Village Administrator shall serve at the pleasure of the Board of Trustees. (Former Code, § 1-2-107)

**31.163**      CRITERIA FOR OFFICE. The Village Administrator shall be appointed on the basis of education and professional ability. The appointment shall be made without regard to political considerations, race, religion, age, or sex. The successful candidate need not be a resident of the village at the time of appointment, but shall become a resident of the village within 180 days of assuming office, unless the residency requirement is waived by the Board of Trustees. (Former Code, § 1-2-108)

**31.164**      DUTIES OF ADMINISTRATOR. The Village Administrator shall:  
(A)            Coordinate the activities of the various departments of the village.

(B) Oversee the day-to-day activities of each department through the appropriate department head.

(C) Prepare the agenda for regular meetings of the Board of Trustees.

(D) Keep the Village President and Board of Trustees informed of the activities of the various departments.

(E) Keep the Village President and Board of Trustees informed of the fiscal condition of each of the village's funds. Responsible for preparing the annual budget.

(F) Act as purchasing agent for the village within limitations and under conditions as established from time-to-time by the Board of Trustees.

(G) Recommend personnel actions to the Village President and Board of Trustees, including original appointment, salary and wage adjustments, promotions, demotions, lay-offs, suspensions, discharges, and other disciplinary actions.

~~(H) Attend and participate in all meetings of the Board of Trustees, unless excused from attending.~~  
Participation does not include the right to vote.

(I) Effectively and efficiently administer the policies adopted by the Board of Trustees.

(J) Recommend various courses of actions to the Board of Trustees along with possible alternatives.

(K) Promote good relations with other governmental agencies and the public.

(L) Coordinate the enforcement of ordinances and the codes of the Village of Freeburg.

(M) Perform such other duties which may be required of him or her from time-to-time by the Village President and Board of Trustees.  
(Former Code, § 1-2-109)

**§ 31.165 SALARY.**

The salary of the Village Administrator shall be as determined by the Board of Trustees from time to time.  
(Former Code, § 1-2-110) (Ord. 790, passed 10-21-91)

**Village of Freeburg**

*Fairview  
Heights*

**Director of Public Works  
Job Description**

The Director of Public Works shall plan, organize, direct and evaluate the activities of the Public Works Department; administer Village public works activities, construction, maintenance and testing, including building maintenance, vehicle maintenance, street construction and maintenance and repair.

Essential Job Duties: Essential functions include the following and the physical requirements listed below.

1. Plan, organize, direct and evaluate the village's public work functions; oversee engineering, street maintenance and construction, storm sewers and drainage, equipment pool and building maintenance.
2. Direct the development of capital improvement plans and the subsequent construction of public works projects; review and approve engineering plans for private developments; inspect construction of public facilities by private developers.
3. Direct, coordinate and encourage the development of strategies to resolve Village issues related to public works.
4. Supervise and evaluate the performance of assigned staff; interview and select employees and administer transfers, promotions, reassignment, termination and disciplinary actions.
5. Direct the planning, preparation and control of department budgets, including operating and capital improvement budgets.
6. Control and authorize expenditures in accordance with established limitations.
7. Prepare and update short and long range strategic plans to assure the department's contribution to the Village's overall plan and strategies; participate in the development of regional plans.
8. Manage the coordination of department activities with other departments and agencies.
9. Represent the Village on regional and State committees.
10. Serve as a member of the management team, participating in the Village's strategic planning efforts and addressing Village-wide policy and management issues.
11. Present departmental issues and recommendations requiring policy direction to the Mayor.
12. Communicate and coordinate efforts with a variety of individuals and organizations, including employees and executive staff, local cities, citizens, contractors, employers, boards, committees and public and private sector agencies.
13. Make available Public Works services to the public and others.
14. Investigates citizen complaints regarding public works services and responds to resolve complaints.

15. Take an active part in planning and scheduling street and traffic construction and maintenance projects to meet with Village's transportation needs.
16. Participate in the review and approval of municipal engineering and public works plans, drawings and plats submitted by the engineering consultants, developers and other engineers or technicians.
17. Direct the inspection and review of construction projects; assure compliance with federal, State and local laws, codes and ordinances.
18. Oversee the administration of federal and State transportation construction project grants; direct traffic engineering studies to determine traffic flows and define projects to accommodate traffic flows.
19. Identify federal, State and private research and development grants; determine the scope of work for which funds are needed and prepare proposals; administer preparation of grant applications.
20. Coordinate short and long term transportation system planning and project reviews with other Village functions to assure consistent efforts to meet the public's transportation needs.
21. Direct procedures for the replacement of Village vehicles and equipment as necessary.
22. Communicate with, respond to and resolve complaints, conflicts, concerns and questions from citizens, contractors, customers, developers and public and private agencies regarding department services, activities and programs.
23. Prepare reports for Mayor, Board of Trustees and others as necessary.
24. Perform related duties as assigned.

#### Basic Job Qualifications

1. Bachelor's degree in Engineering.
2. Seven years of progressive experience in management of public works and/or engineering functions with a significant portion of such experience in a public sector setting.
3. Registered professional engineer in the State of Illinois (or meet obtain said certificate within six months of appointment).
4. Valid Illinois driver's license.
5. Driving record acceptable to the Village.
6. Residency in Freeburg.

#### Knowledge, Skills, Abilities Required

1. Knowledge of federal, state and local laws, ordinances, rules and regulations relating to municipal public works projects and activities.
2. Knowledge of federal and state-wide environmental concerns and regulations.

3. Knowledge of technical aspects of transportation systems and street maintenance.
4. Knowledge of engineering management principles and practices.
5. Knowledge of federal, state, regional and county programs, procedures and funding sources related to assigned duties.
6. Knowledge of planning, developing and controlling large budgets.
7. Knowledge of principles and practices of administration, supervision and training.
8. Knowledge of contract law and developing, reviewing, negotiating and enforcing construction contracts.
9. Knowledge of federal and state grant applications and administration procedures.
10. Knowledge of laws, rules and regulations related to assigned duties.
11. Knowledge of Village organization, operations, policies and objectives.
12. Knowledge of language, grammar, spelling, punctuation and vocabulary.
13. Knowledge of computer system and standard program usage, including CAD and GIS.
14. Knowledge of a computer terminal and word processing software.
15. Knowledge of technical record-keeping techniques and requirements.
16. Interpersonal skills.
17. Directing the operation of a diverse work force.
18. Ability to plan, organize, control and direct the activities, services, operations, budgets and policy formulation of Village public works.
19. Ability to represent the Village and attend various board, commission and committee meetings.
20. Ability to negotiate and administer contracts with outside vendors and service providers.
21. Ability to analyze complex issues and impacts and provide clear and concise recommendations and alternative solutions.
22. Ability to develop a vision for the future and set up the steps to reach specific goals.
23. Ability to develop schedules, personnel assignments, work programs and cost estimations for assigned tasks.
24. Ability to direct the maintenance of complex, detailed and official records, files and reports.
25. Ability to maintain current knowledge of technological advances in the field of public works.
26. Ability to effectively and persuasively communicate, both verbally and in writing.
27. Ability to promote the plans and programs of the public works department and Village administration to managers, supervisors and employees.
28. Ability to physically perform the essential job functions.

### Working Conditions

Office environment; travel to a variety of locations for site visits or to attend meetings.

### Physical Requirements

1. Must be able to hear and speak sufficiently to effectively communicate with others and be able to see to the degree necessary to read and analyze complex data.
2. Must be able to sit and stand for extended periods of time.
3. Ability to walk over rough and/or uneven surfaces to conduct project inspections.
4. Ability to bend at the waist on a regular basis.

PUBLIC WORKS DIRECTOR

31.120 OFFICE ESTABLISHED. There is created the office of Public Works Director who shall be appointed by the Mayor with the advice and consent of the Village Board. (Former Code, Section 1-2-93)

31.121 DUTIES. The Public Works Director shall be responsible for the operation and maintenance of the electric, watger, and sewer systems. He or she shall be responsible for the care and maintenance of the streets, alleys, sidewalks, swimming pool, park, storm sewers, cemetery, and all other facilities assigned to him or her by the Village Board. He or she shall have care and custody of all Village-owned buildings. (Former Code Section 1-2-94)

31.122 RESPONSIBILITIES; PUBLIC WORKS DIRECTOR. He or she shall carry out and enforce the provisions of this Code that are assigned to his or her office. (Former Code Section 1-2-95)

31.123 SALARY. He or she shall receive a salary as provided for in the annual appropriation ordinance. (Former Code Section 1-2-96)

Village of Freeburg

Revised  
3/13/13

Director of Public Works  
Job Description

**31.121 Duties of the Public Works Director**

The Director of Public Works shall plan, organize, direct and evaluate the activities of the Public Works Department; administer Village public works activities, construction, maintenance and testing, including building maintenance, vehicle maintenance, street construction and maintenance and electric generation and distribution system construction, maintenance and repair.

(A) Essential Job Duties:

1. Plan, organize, direct and evaluate the village's public work s functions; oversee village electric department, street maintenance and construction, storm sewers and drainage, equipment, pool and building maintenance.
2. Direct the development of capital improvement plans and the subsequent construction of public works projects; review engineering plans for private developments; inspect construction of public facilities by private developers.
3. Direct, coordinate and encourage the development of strategies to resolve Village issues related to public works.
4. Supervise and evaluate the performance of assigned staff; interview and make recommendations to the Village Board for the selection of employees, transfers, promotions, reassignment, termination and/or disciplinary actions.
5. Direct the planning, preparation and control of department budgets, including operating and capital improvement budgets.
6. Control and authorize expenditures in accordance with established limitations.
7. Prepare and update short and long range strategic plans to assure the department's contribution to the Village's overall plan and strategies; participate in the development of regional plans.
8. Manage the coordination of department activities with other departments and agencies.
9. Represent the Village on regional and State committees.
10. Serve as a member of the management team, participating in the Village's strategic planning efforts and addressing Village-wide policy and management issues.
11. Present departmental issues and recommendations requiring policy direction to the Mayor.
12. Communicate and coordinate efforts with a variety of individuals and organizations, including employees and executive staff, local cities, citizens, contractors, employers, boards, committees and public and private sector agencies.
13. Make available Public Works services to the public and others.

14. Communicate with, respond to and resolve complaints, conflicts, concerns and questions from citizens, contractors, customers, developers and public and private agencies regarding department services, activities and programs.
15. Prepare reports for PWD and others as necessary.
16. Perform related duties as assigned.

(B) Basic Job Qualifications

1. Bachelor's degree and/or prior experience in Public Works management acceptable to the Board of Trustees.
2. Four years of progressive experience in management of public works in a public sector setting.
3. Illinois Class 2 Wastewater Operator License
4. Illinois Class C Drinking Water Operator's License
5. Valid Illinois driver's license.
6. Driving record acceptable to the Village.
7. Residency in Freeburg.

(C) Knowledge, Skills, Abilities Required

1. Knowledge of federal, state and local laws, ordinances, rules and regulations relating to municipal public works projects and activities.
2. Knowledge of federal and state-wide environmental concerns and regulations.
3. Knowledge of technical aspects of electric systems, street maintenance, water distribution systems and wastewater systems.
4. Knowledge of federal, state, regional and county programs, procedures and funding sources related to assigned duties.
5. Knowledge of planning, developing and controlling large budgets.
6. Knowledge of principles and practices of administration, supervision and training.
7. Knowledge of contract law and developing, reviewing, negotiating and enforcing construction contracts.
8. Knowledge of federal and state grant applications and administration procedures.
9. Knowledge of laws, rules and regulations related to assigned duties.
10. Knowledge of Village organization, operations, policies and objectives.
11. Knowledge of language, grammar, spelling, punctuation and vocabulary.
12. Knowledge of a computer terminal and word processing software.
13. Knowledge of technical record-keeping techniques and requirements.
14. Interpersonal skills.
15. Experience directing the operation of a diverse work force.
16. Ability to plan, organize, control and direct the activities, services, operations, budgets and policy formulation of Village public works.

17. Ability to analyze complex issues and impacts and provide clear and concise recommendations and alternative solutions.
18. Ability to develop a vision for the future and set up the steps to reach specific goals.
19. Ability to develop schedules, personnel assignments, work programs and cost estimations for assigned tasks.
20. Ability to direct the maintenance of complex, detailed and official records, files and reports.
21. Ability to maintain current knowledge of technological advances in the field of public works.
22. Ability to effectively and persuasively communicate, both verbally and in writing.
23. Ability to promote the plans and programs of the public works department and Village administration to managers, supervisors and employees.
24. Ability to physically perform the essential job functions.

(D) Working Conditions

Outdoor work environment; travel to a variety of locations for site visits or to attend meetings.

(E) Physical Requirements

1. Must be able to hear and speak sufficiently to effectively communicate with others and be able to see to the degree necessary to read and analyze complex data.
2. Must be able to sit and stand for extended periods of time.
3. Ability to traverse rough and/or uneven surfaces to conduct project inspections.

Revised  
3/13/13

## Village of Freeburg

### Chief of Police Job Description

#### 34.015 APPOINTMENT

The Chief of Police shall be appointed by the Mayor, with the advice and consent of the Village Board, and shall hold office until his or her successor is appointed and qualified. The appointment shall be made at the first meeting in the month of May in a village election year. (Former Code, § 30-1-3)

#### 34.016 QUALIFICATIONS

1. Bachelor's degree in Public Administration, Criminal Justice or related field.
2. Specialized administrative training such as FBI National Academy, Northwestern University Center for Public Safety, Southern Police Institute or a similar advanced training program **preferred but not required.**
3. Five (5) or more years of progressively responsible supervisory experience in law enforcement.
4. Must be capable of being certified as a Police Officer by the State Training Board.

#### 34.017 ORGANIZATIONAL POSITION

The Chief of Police shall receive direction from and be subject to the orders of the Mayor and Village Administrator, pursuant to the Village Organizational Chart. (Former Code, § 30-1-5)

#### 34.018 AUTHORITY

The Chief of Police is the Chief Executive Officer of the Department and the final departmental authority in all matters of policy, operations, and discipline. He or she exercises all lawful powers of his or her office and issues such lawful orders as are necessary to assure the effective performance of the Department. (Former Code, § 30-1-6)

#### 34.019 RESPONSIBILITIES

- (A) Essential Job Duties:
1. Responsible for all command functions of the Police Department.
  2. Handle planning and research for the department.
  3. Prepare and submit the Police Department Budget for annual review.
  4. Administer Police Department budget and approves expenditures.

5. Oversee and direct public service programs offered by the department, public relations and communication with the public on law enforcement issues.
6. Coordinate and provide assistance to other law enforcement agencies.
7. Participate in contract negotiations with organized employee groups.
8. Prepare reports as required.
9. Maintain active memberships in professional law enforcement organizations.
10. Occasionally perform the functions and duties of the positions of Police Officer, Sergeant, Lieutenant and Captain as required.

(B) Knowledge, Skills, Abilities Required

1. Possesses the requisite knowledge, skills and abilities required for subordinate ranks.
2. Ability to speak, hear, see, write and communicate effectively, clearly and efficiently.
3. Ability to plan and have strong organizational skills.
4. Ability to direct employees, lead and train subordinates and peers.
5. Ability to attend night meetings.
6. Capable of speaking to the public effectively.
7. Capable of handling stress and pressure while completing work on schedule.
8. Ability to read with comprehension, draw conclusions and make evaluations.
9. Ability to establish and maintain effective working relationships with other village departments and agencies.
10. Ability to be objective and make decisions without outside influences.
11. Ability to drive in local area during day and night hours and in adverse weather conditions to St. Clair County, Courthouse, Jail and other designated businesses.
12. Ability to move around the Police Department and Village Hall for copying, gathering information and attending meetings as required.
13. Ability to bend and move weight bearing joints in the process of bending, stooping, kneeling or reaching to assist an injured person, with or without assistance from another officer.
14. Ability to breathe freely and easily when running, chasing or heavy work activity.
15. Ability to exert upper and lower body strength when performing tasks such as pushing a stalled car, lifting a sick or injured person, struggling with a resisting suspect or separating two or more citizens fighting.
16. Ability to react quickly, such as dodging or evading the advances of a suspect who is resisting arrest.
17. Ability to think quickly and make value judgments.

(C) Working Conditions

The Chief of Police works primarily in an office setting. There is significant time traveling locally and to other cities by vehicle for business meetings, court and public speaking presentations. Since the employee periodically responds to calls for service, there is some exposure to physical confrontations with other individuals. The employee may be vulnerable to personal injury. The employee is exposed to inclement weather, although minimal. There is some walking, standing, stooping, reaching that sometimes requires above average physical agility and conditioning.

(D) Other Job Requirements

From time to time, the Chief of Police may receive special assignments from the Mayor that may fall outside of the immediate scope of responsibility as outlined herein.

14. Take an active part in planning and scheduling construction and maintenance projects to meet with Village's infrastructure needs.
15. Participate in the review of municipal engineering and public works plans, drawings and plats submitted by engineering consultants, developers and other engineers or technicians.
16. Direct the inspection and review of construction projects; assure compliance with federal, State and local laws, codes and ordinances.
17. Oversee the administration of federal and State construction project grants.
18. Assist Village Administrator in the preparation of grant applications.
19. Coordinate short and long term planning and project reviews with other Village functions to assure consistent efforts to meet the public's needs.
20. Direct procedures for the replacement of Village vehicles and equipment as necessary.
21. Communicate with, respond to and resolve complaints, conflicts, concerns and questions from citizens, contractors, customers, developers and public and private agencies regarding department services, activities and programs.
22. Prepare reports for Mayor, Board of Trustees and others as necessary.
23. Perform related duties as assigned.

(B) Basic Job Qualifications

1. Bachelor's degree in Engineering or extensive prior experience in Public Works management acceptable to the Board of Trustees.
2. Seven years of progressive experience in management of public works in a public sector setting.
3. Valid Illinois driver's license.
4. Driving record acceptable to the Village.
5. Residency in Freeburg.

(C) Knowledge, Skills, Abilities Required

1. Knowledge of federal, state and local laws, ordinances, rules and regulations relating to municipal public works projects and activities.
2. Knowledge of federal and state-wide environmental concerns and regulations.
3. Knowledge of technical aspects of electric systems, street maintenance, water distribution systems and wastewater systems.
4. Knowledge of federal, state, regional and county programs, procedures and funding sources related to assigned duties.
5. Knowledge of planning, developing and controlling large budgets.
6. Knowledge of principles and practices of administration, supervision and training.

7. Knowledge of contract law and developing, reviewing, negotiating and enforcing construction contracts.
8. Knowledge of federal and state grant applications and administration procedures.
9. Knowledge of laws, rules and regulations related to assigned duties.
10. Knowledge of Village organization, operations, policies and objectives.
11. Knowledge of language, grammar, spelling, punctuation and vocabulary.
12. Knowledge of a computer terminal and word processing software.
13. Knowledge of technical record-keeping techniques and requirements.
14. Interpersonal skills.
15. Experience directing the operation of a diverse work force.
16. Ability to plan, organize, control and direct the activities, services, operations, budgets and policy formulation of Village public works.
17. Ability to represent the Village and attend various board, commission and committee meetings.
18. Ability to negotiate and administer contracts with outside vendors and service providers.
19. Ability to analyze complex issues and impacts and provide clear and concise recommendations and alternative solutions.
20. Ability to develop a vision for the future and set up the steps to reach specific goals.
21. Ability to develop schedules, personnel assignments, work programs and cost estimations for assigned tasks.
22. Ability to direct the maintenance of complex, detailed and official records, files and reports.
23. Ability to maintain current knowledge of technological advances in the field of public works.
24. Ability to effectively and persuasively communicate, both verbally and in writing.
25. Ability to promote the plans and programs of the public works department and Village administration to managers, supervisors and employees.
26. Ability to physically perform the essential job functions.

(D) Working Conditions

Office environment; travel to a variety of locations for site visits or to attend meetings.

(E) Physical Requirements

1. Must be able to hear and speak sufficiently to effectively communicate with others and be able to see to the degree necessary to read and analyze complex data.
2. Must be able to sit and stand for extended periods of time.

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3. Ability to traverse rough and/or uneven surfaces to conduct project inspections.

Revised  
3/13/13

## **Village of Freeburg**

### **Village Administrator Job Description**

#### 31.164 DUTIES OF ADMINISTRATOR

The Village Administrator shall be responsible to the Mayor and Board of Trustees for the proper administration of all affairs of the Village.

(A) Essential Job Duties:

1. Supervise and coordinate the administrative functions of all departments, offices and agencies of the Village.
2. Recommend appointments, and when necessary for the good of the Village, recommend suspension, disciplinary action or removal of any Village employee.
3. Attend all Village Board meetings and committee meetings, and participate, as required, in all discussions. Participation does not include the right to vote.
4. Provide for the enforcement of laws and ordinances within the Village.
5. Assist the Mayor and Board of Trustees as the Chief administrative officer of the Village and perform such duties as may be directed by the Mayor and the Board of Trustees.
6. Coordinate activities between the departments through the department heads to ensure efficient utilization of resources and maximize interdepartmental coordination.
7. With the assistance of the Office manager and Accounting Clerk, prepare the Village's annual budget, Tax Levy and Appropriation Ordinance.
8. Make such reports to the Mayor and Board of Trustees as may be required concerning the operations of the Village departments and offices.
9. Propose and recommend to the Village Board of Trustees such personnel rules and regulations as may be useful for management of policies, handbooks, manuals and collective bargaining.
10. Prepare an annual report at the end of the fiscal year on the workings of the various village departments.
11. Participate in the collective bargaining process of the Village.
12. Oversee the operations of the Village departments.
13. Oversee the investigation of and responses to resident inquiries and complaints related to the operations of the Village based upon reports of directors.
14. Participate in the development and implementation of economic development programs for the Village, including business retention, expansion and recruitment.
15. Serve as a liaison to Chamber of Commerce and various civic organizations.

16. Act as purchasing Agent for the village within limitations and under conditions established from time-to-time by the Board of Trustees.
17. Perform other related duties as assigned.

(B) Basic Job Qualifications:

1. Bachelor's Degree in Public Administration or related field of study acceptable to the Board of Trustees.
2. Accounting experience.
3. Minimum of three years of experience as an assistant administrator.
4. Excellent working knowledge of the principles of municipal government.
5. Good communication skills.
6. Valid Illinois driver's license.
7. Driving record acceptable to the Village.

(C) Knowledge, Skills, Abilities Required:

1. Knowledge of federal, state and local laws, ordinances, rules and regulations relating to municipal government.
2. Knowledge of federal, state, regional and county programs, procedures and funding sources related to municipal government.
3. Knowledge of planning, developing and controlling large budgets.
4. Knowledge of principles and practices of administration, supervision and training.
5. Knowledge of contract law and developing, reviewing, negotiating and enforcing contracts.
6. Knowledge of federal and state grant applications and administration procedures.
7. Knowledge of Village organization, operations, policies and objectives.
8. Knowledge of language, grammar, spelling, punctuation and vocabulary interpersonal skills.
9. Experience directing the operation of a diverse workforce.
10. Ability to plan, organize, control and direct the activities, services, operations, budgets and policy formulation of a Village.
11. Ability to represent and promote the Village.
12. Ability to negotiate and administer contracts with outside vendors and service providers.
13. Ability to provide clear and concise recommendations and alternative solutions.
14. Ability to develop a vision for the future and set up the steps to reach specific goals.
15. Ability to effectively and persuasively communicate, both verbally and in writing.

16. Knowledge of laws, rules and regulations related to assigned duties.

(D) Working Conditions:

1. Office environment and travel to multiple locations to attend meetings.

(E) Other Job Requirements:

1. Position requires time outside of normal working hours for events and meetings.

(F) Physical Requirements:

1. Must be able to hear and speak sufficiently to effectively communicate with others.
2. Must be able to see to the degree necessary to read and analyze complex data.
3. Manual dexterity necessary to operate office machinery, computer keyboard, telephones, etc.