

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Corby Valentine
Steve Smith
Tony Miller
Rita Baker
Seth Speiser
Charlie Mattern

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

VILLAGE ADMINISTRATOR
Dennis Herzing

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
Ronald Dintelmann

POLICE CHIEF
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY
Stephen R. Wigginton

September 3, 2010

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, September 8, 2010, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Police Contract
 - 2. Noise Ordinance
- B. New Business
 - 1. Halloween
 - 2. Wedding in Village Park

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of August 30, 2010 minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
 - 4. Overtime charges
 - 5. Safety Policy
- B. New Business
 - 1. Overtime charges
 - 2. Safety Policy
 - 3. Employee Return to Work

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) a.]; or real estate transactions [5 ILCS, 120/2 - (c)(5)].

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, September 8, 2010 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, September 8, 2010 at 6:47 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Village Clerk Jerry Menard, Chief of Police Mel Woodruff, Public Works Director Ron Dintelmann, Assistant Public Works Director John Tolan, Village Administrator Dennis Herzing and Office Manager Julie Polson. Guests present: Mike Blaies and Janet Baechle.

POLICE: A. OLD BUSINESS:

1. Police Contract: Dennis talked to Attorney Manion today and he will put into writing the suggestions agreed upon in the September 7th board meeting to the union attorney.
2. Noise Ordinance: Chief Woodruff advised he has nothing new.

B. NEW BUSINESS:

1. Halloween: The committee agreed to observe Halloween trick or treat hours on October 31st until 9:00 p.m.
2. Wedding in Village Park: A resident has requested use of the village park for a wedding on Halloween at 3:00 p.m. which won't be in conflict with the school parade or trick or treat. The committee agreed to the request.

Chief Woodruff left the meeting at 6:49 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of August 30, 2010 minutes: *Trustee Steve Smith motioned to approve the August 30, 2010 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*
2. Employee handbook: This was not discussed due to the public works unionization issue. Dennis commented it is important that we include language in the contract about this. He is still waiting on the proposed contract from the union attorney.
 - a. Public Works On Call Status: Charlie thinks the on call should be done on a rotation basis. John thought the consensus from previous meetings was to put everyone on the calendar and the employee is responsible to make sure his days are covered. John asked if the employee will receive comp time and if there will be a penalty if the employee is not available on their assigned day. Charlie said Maryville gets two

Personnel/Police Committee Meeting
Wednesday, September 8, 2010

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hours of comp time per day and Waterloo gets time off. Dennis said you can't force someone to take comp time but you can provide an incentive. For instance, you can offer 2 hours paid or 3 hours earned comp per day the employee is on call. Ron said the on call being discussed is just for weekends and holidays. The committee then discussed limiting the amount of comp to 16 hours per month.

3. Job Descriptions: Julie provided copies of the job descriptions from Fairview Heights. She said we do not have a job description for John's position. She will research some other towns to see if she can find one. She also copied the job descriptions in our current code when comparing them.

4. Overtime charges: Dennis will check with Attorney Manion to see what was decided.

5. Safety Policy: John said he wants to make sure this is included in the negotiations.

B. NEW BUSINESS: None.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:13 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Monday, August 30, 2010 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Monday, August 30, 2010 at 5:32 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Village Clerk Jerry Menard, Village Administrator Dennis Herzing, Assistant Public Works Director John Tolan and Office Manager Julie Polson. Guests present: Ron and Sandy Dintelmann.

PERSONNEL: A. OLD BUSINESS:

1. Approval of August 11, 2010 minutes: Trustee Steve Smith motioned to approve the August 11, 2010 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.
2. Employee handbook: This was not discussed due to the public works unionization issue.
 - a. Public Works On Call Status: Not discussed for the same reason.
3. Job Descriptions: Julie said she has not had to chance to work on this yet.

B. NEW BUSINESS:

1. Overtime charges: Nothing new.
2. Safety Policy: John said we held a safety training session today. Julie prepared binders for each of the public works employees that included the training material reviewed today. Dennis said Julie has put the safety manual obtained from Effingham on the computer and we can now start revising it to fit the Village of Freeburg.
3. Employee Return to Work: Ron and Sandy were present to give an update on Ron's health. He advised the committee he is continuing to attend physical and speech therapy and has graduated from occupational therapy. He has talked to his doctors and all are in agreement that he is able to return to work. He said if the committee is willing, he would like to start back within the next couple weeks at half days, two days a week for a couple of weeks and gradually increase the amount of time spent at work. The committee was in full agreement with Ron's request.

C. **GENERAL CONCERNS:** None.

D. **PUBLIC PARTICIPATION:** None.

ADJOURN: Trustee Steve Smith motioned to adjourn at 5:58 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Julie Polson
Office Manager



Personnel/Police Committee Meeting
Monday, August 30, 2010
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Village of Freeburg

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.

Village of Freeburg

Village Administrator Job Description

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 of Freeburg

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.

*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 office 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 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)

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, water, 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)

OFFICE MANAGER

31.135 **POSITION CREATED.** There is created the position of Office Manager.

31.136 **REQUIREMENTS.** This position is an exempt, full-time salaried position that requires a minimum **forty (40) hour** workweek. This position requires the incumbent to be available for evening and weekend meetings. The position demands the ability to coordinate multiple resources in a professional and efficient manner. The position has frequent interaction with other departments, and the general public.

31.137 **DESCRIPTION.**

(A) The Office Manager shall report directly to and be under the supervision and take direction from the Mayor, Village Administrator and Village Board of Trustees.

(B) The Office Manager shall assist the Village Clerk in the performance of duties as set forth in **Chapters 31.037, 31.038, 31.040, 31.043, and 31.045.**

31.138 **CRITERIA FOR SELECTION.** The Office Manager shall be hired on the basis of education and professional ability. The selection 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 employment, but shall become a resident of the Village within **one hundred eighty (180) days** of being hired, as set forth in **Chapter 32.13** of this Code, unless said residency requirement is waived by the Board of Trustees.

31.139 **SALARY.** The Office Manager shall receive a salary as provided for by ordinance or resolution of the Village Board as established from time to time.

31.140 **DUTIES OF THE OFFICE MANAGER.** Assumes supervisory responsibilities over the office staff as directed by the Administrator. Oversee the day-to-day operations of the Corporate Office and direct all clerical staff to perform tasks which provide for the effective and efficient operation of the department. Assist the Village Administrator in the day-to-day operations of the Corporate Office. Recommend course of action to the Village Administrator, which will enhance or increase productivity within feasible financial constraints of the Village.

31.141 PAYROLL. The Office Manager shall manage and prepare the Village payroll for all persons who come under appropriations for salaries.

31.142 BUDGET, APPROPRIATION AND TAX LEVY. The Office Manager shall assist the Village Administrator in preparing, on or before the **fifteenth (15th) of March** in each year, and before the annual appropriation to be made by the Village Board, a report of estimates of monies necessary to defray the expenses of the corporation during the current fiscal year. Such reports shall classify the different objects and branches of expenditures, giving as nearly as may be estimated the amount required for each; and for the purpose of making such a report, he or she is hereby authorized to require of all officers, their statement of the condition and expenses of their respective offices or departments with any proposed improvements and the probable expense thereof, all contracts made and unfinished and the amount of any and all unexpended appropriations of the preceding year. Such reports shall show the aggregate income of the preceding fiscal year, from all sources, the amount of liabilities outstanding upon which interest is to be paid, the bonds and debts payable during the year, when due and when payable and, in such report, he or she shall give such other information to the Village Board as he or she may deem necessary to the end that the Village Board may fully understand the money exigencies and demands upon the corporation for the current year.

31.143 FINANCE COMMITTEE. The Office Manager shall, under the direction of the Committee on Finance, assist the Administrator in opening and keeping a complete set of books in which, among other things, shall be set forth the appropriation, budget and tax levy amounts of the fiscal year for which each distinct object and branch of expenditures and also the receipts from each and every source of revenue so far as he or she can ascertain the same.

31.144 REPORTS. The Office Manager shall prepare reports regarding delinquent special assessments as are required by statute and shall assist in making a monthly report to the Board of Trustees showing what money has been received and the source thereof.

31.145 LICENSES. In all cases where the Village requires a license to be obtained for the purpose of engaging in or carrying on any business or occupation and the licensee is required to obtain from the Village a printed license or certificate, it shall be the duty of the Office Manager to assist the Administrator in delivering such license or certificate.

31.146 **INSURANCE.** The Office manager shall assist the Village Administrator in maintaining and filing of various insurance premiums, claims, and records necessary to operate efficiently the Village's insurance programs, which have been accepted and approved for use by the Village Board. Such records shall be maintained within the corporate office of the Village.

31.147 **OTHER DUTIES.** The Office Manager shall perform other duties as assigned to her or him by the Mayor or Village Administrator or as directed by the Finance Committee or by resolution or ordinance of the Village Board.

(Ord. No. 1219; 06-05-06)

FINANCE CLERK

31.148 **POSITION CREATED.** There is created the position of Finance Clerk.

31.149 **REQUIREMENTS.** This position is a full-time hourly position that requires a **forty (40) hour** workweek. The position demands the ability to coordinate multiple resources in a professional and efficient manner. The position has frequent interaction with other departments and is responsible to the Office Manager.

31.150 **DESCRIPTION.** The Finance Clerk shall report directly to and be under the supervision and take direction from the Office Manager and/or Village Treasurer.

31.151 **SALARY.** The Finance Clerk shall receive an hourly rate of pay as provided for by ordinance or resolution of the Village Board as established from time to time.

31.152 **DUTIES OF THE FINANCE CLERK.** The Finance Clerk shall perform the bookkeeping duties of the Village, including but not limited to maintaining the General Ledger, accounts payable, accounts receivable, utility billing, and all related reports. Recommend course of action to the Office Manager, which will enhance or increase productivity within feasible financial constraints of the Village.