
**THE VILLAGE OF WILLOW SPRINGS
COOK COUNTY, ILLINOIS**

**ORDINANCE
NUMBER 2013-O-10**

**AN ORDINANCE AMENDING CHAPTER 5 "OFFICERS AND EMPLOYEES" OF THE
VILLAGE CODE OF THE VILLAGE OF WILLOW SPRINGS, COOK COUNTY,
ILLINOIS (DEPUTY CLERK AND DEPUTY VILLAGE ADMINISTRATOR)**

**ALAN NOWACZYK, President
ADENA BASKOVICH, Clerk**

**GEORGE BARTIK
MARIO IMBARRATO
ANNETTE KAPTUR
KEVIN J. MALONEY
KATHRYN STANPHILL
JERRY STRAZZANTE**

TRUSTEES

ORDINANCE NO. 2013-O-10

AN ORDINANCE AMENDING CHAPTER 5 “OFFICERS AND EMPLOYEES” OF THE VILLAGE CODE OF THE VILLAGE OF WILLOW SPRINGS, COOK COUNTY, ILLINOIS (DEPUTY CLERK AND DEPUTY VILLAGE ADMINISTRATOR)

WHEREAS, the Village of Willow Springs, Cook County, Illinois (the *AVillage@*) is a duly organized and existing municipal corporation created under the provisions of the laws of the State of Illinois and under the provisions of the Illinois Municipal Code, as from time to time supplemented and amended; and

WHEREAS, the President and Board of Trustees of the Village of Willow Springs (the “*Corporate Authorities*”) may amend the text of the Village code from time to time to meet the changing needs of the Village; and

WHEREAS, the Corporate Authorities have determined it is necessary to establish the positions of Deputy Clerk and Deputy Village Administrator.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Willow Springs, Cook County, Illinois as follows:

Section 1. That the above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

Section 2. Chapter 5 (“*Officers and Employees*”) of Title 1 (“*Administration Regulations*”) is hereby amended by adding the following new Articles to read as follows:

ARTICLE D. DEPUTY CLERK

1-5D-1: ESTABLISHMENT OF POSITION; APPOINTMENT:

There is hereby established the position of deputy clerk, an administrative position of the village. The deputy clerk shall be appointed by the village president with the advice and consent of the board of trustees.

1-5D-2: TERM:

The term of employment of the deputy clerk shall be for one year, commencing May 1, or the day of appointment if it shall occur thereafter, and terminate on April 30 of the following year. In the event of resignation, or the termination of such term by lapse of time, the deputy clerk shall remain in office until a successor is appointed.

1-5D-3: DUTIES:

The deputy clerk shall have the following duties:

A. Subject to the limitations in subsection B of this section, the deputy clerk shall have the authority and duty to execute all documents required by any law to be executed by the village clerk and affix the village seal wherever required. In signing any document the deputy clerk shall sign the name of the clerk followed with the word "by" and the deputy clerk's own name and the words "deputy clerk".

B. The powers and duties herein described shall be exercised only in the absence of the village clerk from the place where the village clerk's office is maintained, and only when either written direction has been given by the village clerk to the deputy clerk to exercise such power or the president and board of trustees have determined by resolution that the village clerk is temporarily or permanently incapacitated to perform such function.

C. The deputy clerk shall perform any other duties as may from time to time be prescribed or required by the village clerk subject to the approval of the board of trustees.

D. The Deputy Clerk may be assigned tasks including: implementing policy under the direction of the Village Clerk, monitoring Village Budget expenses and revenues, training staff, scheduling staff, assisting in the preparation budgetary reports and other publications of the Village, attending and participating in Village meetings, motivating staff, handling the administrative business of the Village, and performing human resource tasks, such as recruiting and assessing staff performance.

E. Skills required for the Deputy Clerk include experience in: supervising staff, desktop publishing, report writing, customer service, financial record-keeping, on-line tracking of financial records and receipts, event planning and preparation, and attending and participating in municipal meetings.

ARTICLE S. DEPUTY VILLAGE ADMINISTRATOR

1-5D-1: ESTABLISHMENT OF POSITION; APPOINTMENT:

There is hereby established the position of deputy village administrator, an administrative position of the village. The deputy village administrator shall be appointed by the village president with the advice and consent of the board of trustees.

1-5D-2: TERM:

The term of employment of the deputy village administrator shall be for one year, commencing May 1, or the day of appointment if it shall occur thereafter, and terminate on April 30 of the following year. In the event of resignation, or the termination of such term by lapse of time, the deputy village administrator shall remain in office until a successor is appointed.

1-5D-3: DUTIES:

The deputy village administrator shall have the following duties:

A. Office Created; Appointment: There is hereby created the office of deputy village administrator who shall be appointed by the village administrator. The deputy village administrator shall serve at the pleasure and under the direction and supervision of the village administrator.

B. Powers and Duties:

1. The deputy village administrator shall be responsible for:

a. Assisting and advising the village administrator in the performance of all duties and responsibilities of the office of village administrator. In the absence of the village administrator, the deputy village administrator shall perform the duties and responsibilities of the office of the village administrator.

b. Keeping the village administrator informed of all matters and conditions which have any bearing upon the municipal services or upon the village government.

c. Directing and coordinating the preparation and all communications being given to the general public and any if the municipal departments.

d. Directing and coordinating the services provided by all departments, units and offices in the village.

e. Coordinating and supervising the preparation and distribution of the village board agenda, annual compendium of municipal services and periodic community and internal newsletters.

f. Directing and supervising the preparation and administration of the budget, purchasing practices, personnel rules and regulations, contracts, agreements, franchises and ordinances.

2. The deputy village administrator is authorized to sign any agreement, contract, personnel transaction, purchase or communication, in the absence of the village administrator, subject to approval of the board of trustees.

C. Compensation: The compensation paid to the deputy village administrator and all benefits shall be recommended by the village administrator and approved by the village president and board of trustees.

D. The deputy village administrator shall perform any other duties as may from time to time be prescribed or required by the village administrator subject to the approval of the board of trustees.

Section 3. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

Section 4. All ordinances, resolutions, motions or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 5. This Ordinance shall be in full force and effect upon its passage, approval and publication as provided by law

ADOPTED by the President and Board of Trustees of the Village of Willow Springs, Cook County, Illinois this 14th day of February 2013, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Bartik	✓			✓
Kaptur	✓			✓
Imbarrato	✓			✓
Maloney	✓			✓
Stanphill	✓			✓
Strazzante	✓			✓
(Mayor Nowaczyk)				✓
TOTAL	6	0	0	7

APPROVED by the President and Board of Trustees, Cook County, Illinois on this 14th day of February 2013.

ATTEST: Adena Baskovich
Adena Baskovich, Village Clerk

Alan Nowaczyk
Alan Nowaczyk, Village President

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STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION

I, Adena Baskovich, DO HEREBY CERTIFY that I am the duly qualified and appointed Village Clerk of the Village of Willow Springs, Cook County, Illinois, and that as such Village Clerk I do have charge of and custody of the books and records of the Village of Willow Springs, Cook County, Illinois.

I DO HEREBY FURTHER CERTIFY that the foregoing is a full, true and correct copy of **ORDINANCE NO. 2013-O-10, “AN ORDINANCE AMENDING CHAPTER 5 “OFFICERS AND EMPLOYEES” OF THE VILLAGE CODE OF THE VILLAGE OF WILLOW SPRINGS, COOK COUNTY, ILLINOIS (DEPUTY CLERK AND DEPUTY VILLAGE ADMINISTRATOR)”** adopted and approved by the President and Board of Trustees of the Village of Willow Springs, Illinois, on February 14, 2013.

IN WITNESS WHEREOF, I have hereunto affixed my hand and the Corporate Seal of the Village of Willow Springs, Cook County, Illinois this 14th day of February, 2013.



Adena Baskovich
Adena Baskovich, Village Clerk
Village of Willow Springs, Cook County, Illinois