

ORDINANCE NO. 2015-01

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE VILLAGE OF CHERRY VALLEY, ILLINOIS, CHAPTER 2 ADMINISTRATION, SECTION 2-176 FULL TIME FRONT DESK RECEPTIONIST.

WHEREAS, The President and Board of Trustees for the Village of Cherry Valley, Illinois, have been reviewing the organizational structure of the Administrative Office for the Village of Cherry Valley, Illinois; and,

WHEREAS, during the review of the office structure of the Administrative Office it has been determined that a Full Time Front Desk Receptionist position should be created; and,

WHEREAS, in creating a position of a Full Time Front Desk Receptionist the Board of Trustees believes it's important to not only create the position but set forth the hours of employment, eligibility and state a job description with specific responsibilities; and,

WHEREAS, in order to create this position and set forth the job description and specific responsibilities it is necessary in the opinion of the Board of Trustees for the Village of Cherry Valley, Illinois, that an Ordinance should be created reflecting the same.

NOW, WHEREFORE, be it ordained by the President and Board of Trustees for the Village of Cherry Valley, Illinois, as follows:

**SECTION 1:** The Code of Ordinances, for the Village of Cherry Valley, Illinois, shall and hereby is amended to add Chapter 2 Administration Section 2-176 - Full Time Front Desk Receptionist Position which shall read as follows:

Sec. 2-176 - Full Time Front Desk Receptionist.

- (a) *Creation.* The position of Full Time Front Desk Receptionist is hereby created under the direct supervision of the Public Works Director.
- (b) *Normal hours of employment.* The front desk receptionist shall be a full time hourly position. The front desk receptionist's wages and benefits shall be established from time to time by the village board and shall be set prior to the beginning of each fiscal year.
- (c) *Eligibility.* The front desk receptionist position requires a general knowledge of bookkeeping, recordkeeping and office management, as well as working knowledge of computer software such as Microsoft Office and Quickbooks which is used in day to day administrative duties.
- (d) *Stated job description.*

- (1) Typing for the Public Works Director and the Administration office as needed.
  - (2) Answer phones and greet visitors.
  - (3) Provide customer service (in person and over the telephone).
  - (4) Special projects as directed by the Public Works Director.
- (e) *Specific responsibilities.* Assist with ongoing operations of the Village Hall including:
- (1) Shared (back up) responsibility for:
    - a. Pavilion and gazebo rental, record rentals, accept and release deposits.
    - b. Answer telephones, make copies, notary service, and voter registration.
    - c. Receive and direct complaints and inquiries from the public.
    - d. Obtain and sorting of daily mail.
    - e. Sale of garbage and yard waste stickers.
    - f. Permit form issuance.
  - (2) Compile and maintain business's emergency response directory.
  - (3) Updates and corrections to village' employees handbook, reprint revised pages, forward copies to all department heads for distribution, print additional handbooks as needed.
  - (4) Assist with the responsibility for compliance with the village's cross connection/back flow prevention ordinance for residential and commercial water customers.
  - (5) Assist with village's tourism/promotional efforts:
    - a. Maintain materials for distribution in village hall lobby.
    - b. Order maps and brochures from various sources for use in lobby.
    - c. Routine telephone calls to various outlets to insure they have supply of village brochures.
    - d. Assist in revising brochure prior to reprinting.
    - e. Other related tasks as needed.
  - (6) Assist the Administration office with sales tax recovery.
    - a. Contact area businesses for missing sales taxpayer numbers.
    - b. Contact corporate offices as needed.

- c. Reports to state concerning missing Illinois Business Tax (sales tax) numbers in an attempt to recover lost or back sales tax due to the village.
- (7) Assist department heads in research efforts by contact with other communities, requesting information, sample ordinances, etc.
- (8) Involvement with special committees:
  - a. As directed, contact committee members to confirm their attendance or to advise of meeting being cancelled.
  - b. As directed, contact petitioners of meeting times and dates and confirm their attendance.
  - c. Record the minutes of the Planning and Zoning Commission meetings and the Recreation Board meetings.
- (9) Assist with baseball league program:
  - a. Maintain schedule for use of baseball diamond in Baumann Park.
  - b. Contact with public works department concerning use of ball diamond.
  - c. Miscellaneous related duties.
- (10) Assist with public works related special projects that may be initiated by public works director.
  - a. Data entry for work order system.
  - b. Maintain fire hydrant book with fire flows.
  - c. Maintain and update "buffalo box" book.
  - d. Miscellaneous other items that may be assigned.
- (11) Direct inquiries from other governmental entities.
- (12) Create and/or cause to be published various legal/public/help wanted ads in local newspapers according to law or RFP, sales, etc.
- (13) Proof read various articles/minutes/copies.
- (14) Gather information related to permit applicants and submit for background checks with the police department.
- (15) Financial related responsibilities:
  - a. Give copy of engineering invoice for pass thru costs to administrative assistant.
  - b. Assist in negotiations with vendors to lower costs as possible.
- (16) Assist with meeting agendas and meeting minutes.

- (17) Assist with publication of forms.
- (18) Freedom of Information Act (FOIA) Officer.
- (19) Assist the Administrative Assistant in processing all license application request and collection of fees.
- (20) Shall perform other duties as assigned by the Public Works Director, the Administration office and the President of the Board of Trustees.

**SECTION 2:** This Ordinance shall be in full force and effect from and after its approval passage and publication in pamphlet form.

PASSED UPON MOTION BY: NANCY BELT

SECONDED BY: SALLY HOLLEMBEAK

PASSED This 3<sup>rd</sup> Day of February, 2015

AS FOLLOWS:

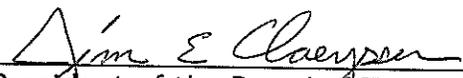
VOTING AYE: NANCY BELT, SALLY HOLLEMBEAK,  
DAVID SCHROEDER and JIM E. CLAEYSSEN

VOTING NAY: JOANN HUDSON

ABSTAIN: NONE

ABSENT: STEPHEN APPELL and GARY MAITLAND

APPROVED: February 3, 2015

  
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President of the Board of Trustees  
of the Village of Cherry Valley

ATTEST:

  
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Village Clerk