

ORDINANCE NUMBER: 2016-04

AN ORDINANCE AMENDING CHAPTER 2, "ADMINISTRATION", ARTICLE III, "OFFICERS AND EMPLOYEES", DIVISION 3, "ADMINISTRATOR", SECTION 2-174, "FULL TIME ADMINISTRATIVE ASSISTANT" TO MODIFY DESCRIPTION, DUTIES, AND RESPONSIBILITIES STATED THEREIN, OF THE CODE OF ORDINANCES FOR THE VILLAGE OF CHERRY VALLEY, ILLINOIS

WHEREAS, the Village Board of Trustees for the Village of Cherry Valley, Illinois has been reviewing the administrative office structure and as such has reviewed Section 2-174 regarding full time Administrative Assistant; and,

WHEREAS, in reviewing the current office structure, the Village Board of Trustees for the Village of Cherry Valley, Illinois, has decided to change the job description of the full time Administrative Assistant as set forth in this Ordinance; and,

WHEREAS, in order to reflect the proposed changes to the job description of the full time Administrative Assistant, it is necessary to amend Section 2-174 of the Village Code of Ordinances.

NOW, WHEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND VILLAGE BOARD OF TRUSTEES FOR THE VILLAGE OF CHERRY VALLEY, ILLINOIS, AS FOLLOWS:

SECTION 1: Section 2-174 entitled "Full Time Administrative Assistant", shall and hereby is deleted in their entirety.

SECTION 2: Section 2-174 entitled "Full Time Administrative Assistant", shall and hereby is amended to read as follows:

Sec. 2-174. - Full Time Administrative Assistant.

- (a) *Creation.* The position of Administrative Assistant is hereby created and is under the direct supervision of the Village Treasurer.
- (b) *Eligibility.* The Administrative Assistant's 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.
- (c) Stated job description requires a working familiarity with the following areas:
 - (1) Accounts payable.
 - (2) Check writing and signing,
 - (3) Water payments.
 - (4) Share responsibility for water billing, bill posting and payroll.

- (5) Shall turn over all monies received on behalf of the Village promptly to the Village Treasurer, together with a statement as to the source of these monies.
 - (6) Process all license application requests and collection of fees.
 - (7) Assist with customer service (in person and over the phone).
 - (8) Separate engineering/project fees, invoices and collections.
 - (9) Preparation of 1099 forms.
 - (10) Confirmation receipts for auditor.
 - (11) Learn laserfiche and train part time employees on this system.
- (d) *Specific Responsibilities.* Assist with ongoing operations of the Village Hall including:
- (1) Shared (back up) responsibility with other employees and officers in the administrative office for:
 - a. Pavilion and gazebo rental, record rentals accept and release deposits.
 - b. Answer phones, make copies, notary service, voter registration.
 - c. Sale of garbage and yard waste stickers.
 - d. Administration of Village's health insurance.
 - e. Payroll.
 - f. Bill posting.
 - g. Water billing (residential and commercial).
 - h. Schedule appointments for Water Department personnel.
 - i. Prepare monthly invoices for review by Public Works Director and Village Administrator.
 - J. Work related to Village's quarterly newsletter:
 - Send out notice of deadline for articles to boards, committees, etc.
 - Compile information for newsletter. Compose newsletter.
 - Post to website and email to listed customers.
 - k. Direct invoices to appropriate department.
 - l. Post invoices after line item assignment by department heads.
 - m. Contact vendors concerning discrepancies in billing amount, missing invoices, etc., make adjustments as necessary.
 - n. Secure price quotes for proposed purchases as requested.
 - (2) Assist with the responsibility for compliance with the Village's cross connection/back flow prevention ordinance for residential and commercial water customers.
 - (3) Assist department heads in research efforts by contact with communities, requesting information, draft and obtain sample ordinances, etc.
 - (4) Assist with baseball league program:
 - Maintain schedule for use of baseball diamond in Baumann Park.
 - Contact with Public Works Department concerning use of ball diamond.
 - Miscellaneous related duties.

- (5) Assist with Public Works related special projects that may be initiated by Public Works Director:
 - Data entry for work order system and miscellaneous other items that may be assigned.
- (6) Applicant must have skills in working through computer related issues that may arise in the course of regular duties (attempt to trouble shoot any computer issues).
- (7) Distribute and document water meter placements and assure water department has information to make inspection(s).
- (8) Financial related responsibilities:
 - a. Sort, verify and post water bill payments and make deposit for batch.
 - b. Assist with input of 1099 Misc. information into Quickbooks O/L system.
 - c. Assist with printing 1099 forms for those eligible.
 - d. Balance payable overview sheet with actual purchase orders.
 - e. Submit payables to finance committee.
 - f. Maintain accounts payable files.
 - g. Assist Village Treasurer with budget.
 - h. Assist Village Treasurer with audit.
 - i. Assist with company file for police pension funds in O/L.
 - j. Assist with 1099R for police pension fund.
 - k. Assist with Form 945 annual return for police pension fund.
 - l. Assist with accounts received and deposit monies.
 - m. Assist with financial spreadsheet for Village President, Trustees and Special Committees.
 - n. Assist with balancing special committee funds.
 - o. Assist with memorized transaction for repeat payables (insurance, payroll).
 - p. Assist with payroll; time data, verification of transmission, purchase orders, deposits, pension accounts, tax data.
 - q. Assist with balance of garbage sticker sales cash.
 - r. Assist with verification of attendance for and create purchase orders for special committee's pay and print checks.
 - s. Assist the Village Treasurer with monthly IMRF reports.
 - t. Assist with monthly IMRF payments via internet and post to O/L.
 - u. Assist in Illinois Fund account for utility payments made via web.
 - v. Make general journal entries to various accounts.
 - w. Assist in negotiations with vendors to lower costs as possible.
 - x. Assist with modifications of Village's website.
 - y. Assist with updating of new website once completed and operational.
- (9) Occasional minute taking at night meetings in absence of Village Clerk.

(10) Shall perform other duties as assigned by the Village Treasurer and the President of the Village Board of Trustees.

(e) *Salary.* The Administrative Assistant shall be a full time hourly position. The full time Administrative Assistant's wages and benefits shall be established from time to time by the Village Board of Trustees and shall be set prior to the beginning of each fiscal year.

SECTION 3: This Ordinance shall become 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

BY ROLL CALL VOTE THIS 5TH DAY OF JANUARY, 2016

AS FOLLOWS:

VOTING "AYE": NANCY BELT, JEFF FUSTIN, SALLY HOLLEMBEAK,
GARY MAITLAND, DAVID SCHROEDER

VOTING "NAY": NONE

ABSENT, ABSTAIN, OTHER: STEPHEN APPELL

ATTEST:

APPROVED JANUARY 5, 2016



DEPUTY VILLAGE CLERK
KATHLEEN TRIMBLE



VILLAGE PRESIDENT, JIM E. CLAEYSSEN