

ORDINANCE NUMBER: 2016-05

AN ORDINANCE AMENDING CHAPTER 2, "ADMINISTRATION", ARTICLE III, "OFFICERS AND EMPLOYEES", DIVISION 3, "ADMINISTRATOR", TO ESTABLISH SECTION 2-176, "FULL TIME FRONT DESK RECEPTIONIST", 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 2-176 regarding full time Front Desk Receptionist; 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 Front Desk Receptionist as set forth in this Ordinance; and,

WHEREAS, in order to reflect the proposed changes to the job description of the full time Front Desk Receptionist, it is necessary to amend Section 2-176 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 2-176 entitled "Full Time Front Desk Receptionist", shall and hereby is deleted in their entirety.

SECTION 2: Section 2-176 entitled "Full Time Front Desk Receptionist", shall and hereby is amended to 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 Village Treasurer.
- (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 of Trustees 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, record keeping 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 Village Treasurer.
 - (2) Answer phones and greet visitors.
 - (3) Provide customer service (in person and over the telephone).
 - (4) Special projects as directed by the Village Treasurer.

- (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, 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's 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 Village Treasurer 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) Proofread 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 Village Treasurer and the President of the Board of Trustees.

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