

## Village Clerk

**The Clerk serves as the official record keeper of the Village and does all related work as required by the laws of the State of Illinois and the Ordinances of the Village. The Clerk is responsible for maintaining files of all approved Ordinances and Resolutions and official reports and communications of the Board of Trustees. The Clerk serves as the Local Registrar and Election Supervisor; he/she has the power to administer Oaths and is an Illinois Notary Public and the keeper of the Corporate Seal.**

**This role reports to the Village Mayor.**

### **Job Description/Responsibilities:**

- Required to attend all meetings of the Board of Trustees, and to keep accurate minutes of its proceedings.
- Serves as the Freedom of Information Officer and maintains the Freedom of Information Act (FOIA) file
- Serves as the appointed Open Meetings Act Officer
- Responsible for maintaining all Village records as well as complying with State law regarding meeting notices, posting requirements, publishing legal notices and ordinances, and maintaining the codification update
- Serves as a custodian of official Village records and public documents, including drafting, maintenance, filing, retention, and destruction
- Responds to citizen inquiries and requests for information in person and via telephone and e-mail
- Examines resolutions and ordinances for exactness, neatness, and conformance to policies and procedures
- Investigates information for decision-making purposes for the Village
- Files ordinances and resolutions of the Council and oversees the codification of ordinances into the municipal code.
- Prepares and advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings in compliance with the Open Meetings Act.
- Administers the issuance of municipal licenses, including business registrations, liquor, and gaming licenses as assigned in accordance with applicable village ordinances.
- Attend seminars and workshops related to City Clerk office duties and responsibilities.
- Manages updates to the web page.
- Publishes the Annual Report of the Treasurer
- Files Levy and Appropriations Ordinance annually
- Certify accounts payable, sign checks and distribute
- Prepares the Board Agendas and Minutes and properly posts to website

- Prepares packets for Committee & Board Meetings and distributes to Trustees in timely manner.
- Assists in coordinating Special Events/Community Activities
- Serves as the Local Election Official
- Handle inquiries regarding planning and zoning
- Administer Oath of Office for Village officials
- Regularly submit records retention application to the state for the proper disposal of records
- Building Permits – Issue building permits and assist with permits as necessary
- Other Permits – Issue other permits as necessary (Solicitor, Special Use, Temporary Use, Promotional Signs)
- Review yearly budget with Treasurer and Mayor
- Prepare Village calendar for board approval and publish to website
- Review contracts with Village
- Keeper of the Corporate Seal and Notary Public
- Develops procedures for permitting
- Researches comparables across multiple municipalities
- Identifies areas to improve Village function and efficiencies
- Regulation of all business, gaming, and alcohol licenses
- Develops and maintains website and social media platforms

The Clerk performs the duties of the Administrative Assistant in his/her absence.