

Chapter 3 – ADMINISTRATION

Sec. 3-1 County Administrator

- A. *Position created.* There is hereby created the position of County Administrator.
- B. *Appointment.* The County Administrator position, when vacant, shall be filled via the following procedure:
1. The executive Committee shall act as a selection Committee.
 2. The Committee shall review the credentials of all applicants and select a group of not less than three persons for personal interviews.
 3. Following completion of all scheduled interviews, the selection Committee shall forward to the full Board at its next meeting a recommendation to hire one of the candidates.
 4. A majority vote of those members present in favor of the hiring resolution shall end the selection process. Should the motion fail, the selection Committee shall restart the process outlined above.
- C. *Qualifications.* The County will seek candidates with relevant education, administrative, management, and government experience. Candidates who are not credentialed by the International City/County Management Association (ICMA), may be required to obtain that certification, or pursue other professional development opportunities, as a condition of employment. The selection Committee is authorized to use discretion in evaluating candidate qualifications to bring forward their recommendation to the County Board for appointment.
- D. *Authority, duties and responsibilities.*
1. The County Administrator reports directly to the County Board through the Chairman and the executive Committee.
 2. The County Administrator is responsible for gathering and disseminating to the Board objective information which will aid in their decision-making process including, where appropriate, staff recommendations.
 3. The County Administrator facilitates and promotes communication between the Board, the public, Department Heads, County employees, external Boards, commissions and their governments.
 4. The County Administrator provides key staff support to the Board in its policy formulation efforts and makes recommendations as appropriate. The County Administrator assures that the actions of the Board, as expressed through their various ordinances and resolutions, are carried out. The County Administrator also serves as the Editor of the County Code and is responsible to see that all actions of the County Board, as appropriate, are timely codified and made available to the public in an organized format.
 5. The County Administrator is responsible for the day-to-day coordination and operation of all County services that are under the control of the County Board.
 6. The County Administrator is authorized, pursuant to a departmental request, to amend departmental budgets between line-items and categories within a department's total appropriation of all their cost centers within a fund, but only the County Board may increase or decrease the total fund appropriation for a department.
 7. In the event of an emergency, the County Administrator, in consultation with the Chair, Vice-Chair, the Finance Chair, and the Chair of the relevant jurisdiction Committee, may authorize additional spending to address the emergency, but such expenditures must be reported to the Finance Committee at their next regular meeting.
 8. The County Administrator is responsible for the allocation, use, renovation, safety, and stewardship of the County's buildings and grounds.

9. The County Board retains the authority to approve the number of authorized positions for each department, but the County Administrator may approve staff re-organizations within a department where the resulting annualized expenses do not exceed the monies already budgeted.
 10. Labor contracts are to be negotiated and recommended by the County Administrator to the County Board for the Board's final approval. Before negotiations begin, the County Administrator shall gather input from the executive Committee and then the County Administrator, Board Chair, and Board Vice-Chair shall establish negotiation parameters and strategy. Labor disputes and policy interpretations arising above the departmental level will be handled by the County Administrator.
 11. When a vacancy exists at the Department Head level (other than that of County Administrator), the County Administrator, the Chair of the relevant jurisdiction Committee, and either the Board Chair or Vice-Chair (to even out political party representation if possible), are responsible for bringing forward to the appropriate County Board Committee up to five candidates for consideration by the Committee. If none of the candidates are found to be acceptable by the Committee, or the County Board, the process starts over.
 12. Performance evaluations for County Board appointed Department Heads will be conducted by the County Board in a manner determined from time to time by the executive Committee of the County Board. The County Administrator may submit input to the Board as part of that evaluation process. The County Administrator may also choose to perform interim evaluations as deemed appropriate.
 13. In situations where the County Administrator deems it necessary, the County Administrator shall have the power to order the immediate suspension of a County Board appointed Department Head, with or without pay as deemed appropriate, until acted upon by the County Board. In such cases, the County Board shall act on the suspension at their next regular monthly meeting to reinstate, or take other appropriate action, or to permanently remove the Department Head.
 14. The County Administrator, or their designee, will represent the County on any applicable Tax Incremental Financing (TIF) District's Joint Review Boards or related TIF Advisory Boards.
- E. *Limitations on authority.* No provision of this section is intended to vest in or grant to the County Administrator any duty or any authority which is vested by general law or ordinance in any other County officer, official, or employee. No provision of this section shall be construed to delegate to the County Administrator any authority reserved to the County Board by law; nor may the County Administrator purchase or sell real estate on behalf of the County, nor bind the County to any debt obligation, unless specifically granted such authority by an ordinance or resolution.
- F. *Removal.* The County Administrator is an employee at will who serves at the pleasure of the Board. The County Administrator may be removed by a majority vote of the full County Board at any regular meeting of the Board. In situations where the Chairman deems it necessary, the Chairman shall have the power to order the immediate suspension of the County Administrator with pay until acted upon by the Board. In such cases, the Board shall act on the suspension at their next regular meeting, voting to remove permanently, or take other appropriate action, or reinstate the County Administrator.
- G. *Performance Evaluations.* The Executive Committee will perform evaluations of the County Administrator in a manner as determined appropriate, from time to time, by the Committee. The intent of the evaluation will be to keep lines of communication open, to facilitate the accomplishment of County Board goals, and to foster positive relationships between the County Board and County Administrator.

(Code 1979, § 2-57; Ord. No. 97-24, 11-19-1997; Ord. No. 2012-11, 7-18-2012; Ord. No. 2017-01, 2-15-2017; Ord. No. 2017-06, 5-17-2017 Ord. No. 2018-03, 2-21-2018 [PDF](#) ; Ord. No. 2018-51, 11-21-2018 [PDF](#) ; Ord. No. 2019-28, 3-20-2019 [PDF](#))

Sec. 3-2 Deputy County Administrator

A Deputy County Administrator may be hired by the County Board to serve as key staff to the Board and County Administrator and shall serve at the pleasure of the County Board. A Deputy County Administrator shall not be an elected official and compensation will be determined by the County Board in the hiring resolution. A Deputy County Administrator shall provide executive, administrative, and operational support and analysis to the County Board and County Administrator and shall assist in the formulation and implementation of policies and procedures for the County. A Deputy County Administrator serves under the direction of the County Administrator and the duties shall include all duties as assigned by the Board and County Administrator including, but not limited to:

1. Serve as a resource to the County Board, the County Administrator and County Department Heads in the formulation of overall County policy. Assist the County Administrator in the formulation of operating policies and procedures.
2. Provide advice and guidance to the County Board, its Committees, the County Administrator and Department Heads on a variety of strategic planning, financial, and management matters; recommend policy, interpret procedures, answer questions, and offer information both generally and concerning specific projects.
3. Assist the County Administrator and participate in the formulation and administration of personnel policies, personnel procedures, and union negotiations. Serve as the County's privacy officer as it relates to employee matters. Confer with and advise the County Administrator and County Board on difficult work problems, and develop, implement and monitor new work procedures.
4. Initiate and craft internal and external communications on behalf of the County Board and County Administrator on matters of information of concern, public policy, and of general interest.
5. Working with the County Administrator and Department Heads prepare and articulate an annual federal and state legislative agenda on behalf of the County Board. The Deputy County Administrator should stay abreast of local initiatives and issues throughout the County and communicate any impact of those issues on the County with recommendations for policy positions as necessary.
6. Participate in the development of the annual County budget in cooperation with the County Administrator and Finance Director. Attend, as necessary, all County Board, Committee, and public budget hearings.
7. Stay abreast of applicable Freedom of Information Laws, the Illinois Open Meetings Act, and the County Code as it pertains to meetings; serve in an advisory capacity to the County Board and County Administrator, as needed, regarding same; and assist the County Administrator in the timely and accurate codification of the County Code.
8. The County Administrator shall identify and recommend appropriate candidates to fill this position to the Executive Committee who shall forward their recommendation to the County Board. The Executive Committee of the County Board shall have the authority to further define the duties of Deputy County Administrator as needed, from time to time.

(Code 1979, § 2-58; Ord. No. 97-24, 11-19-1997; Ord. No. 2013-01, 2-20-2013; Ord. No. 2013-13, 10-16-2013; Ord. No. 2019-49, 11-20-2019 )

Sec. 3-3 Finance Director

The Finance Director shall serve as the chief financial officer of the County and exercise direct control over such functions as accounting, auditing, budget management, financial planning and reporting, inventory control, risk management, payroll and benefits, and issuance of bonds. The Finance Director shall serve as key staff to the County Board and the County Administrator and provide them with financial and operational analyses to assist in the formulation of policy and procedures. In addition, the Finance Director shall have the duty to:

1. Plan, organize, direct and participate in the review of general financial procedures for the County to include: retirement fund and payroll administration, accounting, auditing, employee benefits, grants, purchasing, bill payment, record keeping and reporting; monitoring and coordinating cost accounting activities of County departments with the general accounting system.
2. Develop and consolidate the annual County budget in cooperation with the County Administrator and deputy County Administrator; assess budget proposals submitted by individual departments and review with the County Administrator and Department Directors; research, estimate and compute both current and projected budgetary revenues and expenditures; attend all County Board, Committee, and public budget hearings to receive comments, answer questions, give interpretations and make recommendations; advise news media and answer questions about County finances and the budget.
3. Provide advice and guidance to the County Board, its Committees, the County Administrator, Deputy County Administrator, and Department Directors on a variety of financial matters; recommend financial policy, interpret procedures, answer questions, and offer information and advice concerning specific financial projects and policies.
4. Directly administer County insurance, self-insurance, and risk management programs, recommend policies and procedures to be instituted; represent the County to insurance agencies, report to the County Board on insurance activities; answer questions and requests for information from employees.
5. Prepare, audit, and recommend to the County Board all invoices to be paid by the County each month. Prepare a variety of financial and statistical reports analyses and informational summaries; examples include: Finance Director's quarterly report, annual budget book, bond reports, asset replacement and capital project schedules, census report, grant reports, appropriate personnel reports, and management costs studies.
6. Supervise and oversee the work of Finance Office employees; hire, train, evaluate, discipline and dismiss department employees.

(Ord. No. 2013-01, 2-20-2013; Ord. No. 2018-03, 2-21-2018 [PDF](#))

Sec. 3-4 Community Development Director

The Community Development Director shall serve as the building officer, economic development officer, plat officer, planning director and zoning Administrator of the County and exercise direct control over all professional and technical work of the Community Development Department. In addition, he shall serve as key staff to the County Board and the County Administrator, and provide them with research, plans and professional recommendations to assist in the formulation of policy and procedures. (*Also reference Chapter 32, Section 32-4*)

(Code 1979, § 2-59; Ord. No. 2013-01, 2-20-2013; Ord. No. 2017-01, 2-15-2017; Ord. No. 2018-03, 2-21-2018 [PDF](#))

Sec. 3-5 County Engineer

(*Also reference Chapter 32, Section 32-4*)

Sec. 3-6 Emergency Services Disaster Agency Director

(Also reference Chapter 22, Section 22-A-5)

Sec. 3-7 Facilities Management Office Director

Sec. 3-8 Information Management Director

Sec. 3-9 Supervisor of Assessments