

ORDINANCE NO. 09- 45

**AN ORDINANCE CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT/  
HUMAN RESOURCES COORDINATOR, DEFINING THE DUTIES  
THEREOF, AND AMENDING CHAPTER 31 OF THE VILLAGE CODE OF  
ORDINANCES**

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, ILLINOIS, AS FOLLOWS:

**SECTION 1:** Section 31.56 is hereby added to the Village of Chatham Code of Ordinances, stating as follows:

**31.56 Administrative Assistant/Human Resources Coordinator**

§31.56 (A) The position of Administrative Assistant /Human Resource Coordinator is hereby established. The Administrative Assistant/Human Resources Coordinator shall be a confidential employee of the Village and not an officer thereof, and shall be subject to the Village Personnel Code.

(B) The position of Administrative Assistant /Human Resource Coordinator shall require a significant investment of time to discharge the duties of the position. The position shall be the primary occupation of Administrative Assistant/Human Resources Coordinator. Any employment of the Administrative Assistant/Human Resources Coordinator outside the Village shall in no event conflict with his or her position with the Village, and shall be approved by the Village Manager.

(C) The Administrative Assistant /Human Resources Coordinator shall report to the Village Manager. He or she shall be primarily responsible for the human resources function of the Village. Among other things, the Administrative Assistant /Human Resources Coordinator shall make recommendations regarding hiring, firing and discipline. He or she shall monitor Federal and State laws pertaining to personnel, wages and hours, equal opportunity and collective bargaining issues and ensure the Village's compliance therewith. He or she shall maintain the personnel files of all Village employees. He or she shall be the administrative assistant to the Village Manager and as such, shall perform such administrative duties as are required by the Village Manager from time to time.

(D) The compensation of the Administrative Assistant /Human Resources Coordinator shall be fixed by ordinance from time to time, and shall be paid equally from the Electric, General, and Water Funds.

**SECTION 2:** This ordinance is effective upon its passage and approval. The

Clerk shall see to its inclusion in the next update of the Village of Chatham Code of Ordinances.

ORDINANCE NO. 09- 45

**AN ORDINANCE CREATING THE POSITION OF HUMAN RESOURCES COORDINATOR/ADMINISTRATIVE ASSISTANT, DEFINING THE DUTIES THEREOF, AND AMENDING CHAPTER 31 OF THE VILLAGE CODE OF ORDINANCES**

*BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, ILLINOIS, AS FOLLOWS:*

**SECTION 1:** Section 31.56 is hereby added to the Village of Chatham Code of Ordinances, stating as follows:

**31.56 Human Resources Coordinator/Administrative Assistant**

§31.56 (A) The position of Human Resource Coordinator/Administrative Assistant is hereby established. The Human Resource Coordinator/Administrative Assistant shall be a confidential employee of the Village and not an officer thereof, and shall be subject to the Village Personnel Code.

(B) The position of Human Resource Coordinator/Administrative Assistant shall require a significant investment of time to discharge the duties of the position. The position shall be the primary occupation of Human Resource Coordinator/Administrative Assistant. Any employment of the Human Resource Coordinator/Administrative Assistant outside the Village shall in no event conflict with his or her position with the Village, and shall be approved by the Village Manager.

(C) The Human Resources Coordinator /Administrative Assistant shall report to the Village Manager. He or she shall be primarily responsible for the human resources function of the Village. Among other things, the Human Resources Coordinator /Administrative Assistant shall make recommendations regarding hiring, firing and discipline. He or she shall monitor Federal and State laws pertaining to personnel, wages and hours, equal opportunity and collective bargaining issues and ensure the Village's compliance therewith. He or she shall maintain the personnel files of all Village employees. He or she shall be the administrative assistant to the Village Manager and as such, shall perform such administrative duties as are required by the Village Manager from time to time.

(D) The compensation of the Human Resources Coordinator /Administrative Assistant shall be fixed by ordinance from time to time, and shall be paid equally from the Electric, General, and Water Funds.

**SECTION 2:** This ordinance is effective upon its passage and approval. The

Clerk shall see to its inclusion in the next update of the Village of Chatham Code of Ordinances.

PASSED this 11 day of AUGUST, 2009.

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VILLAGE PRESIDENT

ATTEST:

Pat Schaal  
Village Clerk

AYES: 5 HERR, MAU, REYNOLDS, KAVANAGH, SCHATTEMAN

NAYS: 0

PASSED: 8-11-09

APPROVED: 8-11-09

ABSENT: 1 BOYLE

**ORDINANCE CERTIFICATE**

STATE OF ILLINOIS                    )  
  ) SS.  
COUNTY OF SANGAMON            )

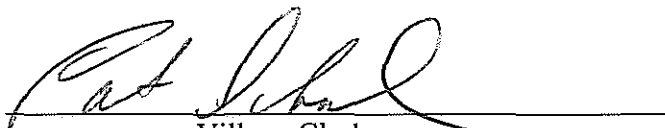
I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk of the Village of Chatham, Sangamon County, Illinois.

I do further certify that the ordinance attached hereto is a full, true, and exact copy of Ordinance No. 09- 45 adopted by the President and Board of Trustees of said Village on the 11 day of AUGUST, 2009, said Ordinance being entitled:

**AN ORDINANCE CREATING THE POSITION OF HUMAN RESOURCES COORDINATOR/ADMINISTRATIVE ASSISTANT, DEFINING THE DUTIES THEREOF, AND AMENDING CHAPTER 31 OF THE VILLAGE CODE OF ORDINANCES**

I do further certify that prior to the making of this certificate, the said Ordinance was spread at length upon the permanent records of said Village, where it now appears and remains.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said Village this 11 day of AUGUST, 2009.

  
Village Clerk