

**ORDINANCE NO. 2023-16**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE VILLAGE OF CHERRY VALLEY, CHAPTER 2 ADMINISTRATION, ARTICLE IV DEPARTMENTS, DIVISION 3, POLICE DEPARTMENT, SECTION 2-500 ADMINISTRATIVE ASSISTANT/POLICE DEPARTMENT/FULL AND/OR PART-TIME AND CHAPTER 34 LAW ENFORCEMENT, ARTICLE II POLICE DEPARTMENT, DIVISION 1 GENERALLY, SECTIONS 34-39 ADMINISTRATIVE ASSISTANT**

**WHEREAS**, the Village of Cherry Valley, Illinois (“Village”) has adopted a Code of Ordinances (“Code”) for the Village; and

**WHEREAS**, Chapter 2, Administration, Article IV Departments, Division 3 Police Department, Section 2-500 Administrative Assistant/police department/full and/or part time creates an administrative assistant position within the Cherry Valley Police Department; and

**WHEREAS**, Chapter 34 of the Code address the Law Enforcement of the Village; and

**WHEREAS**, Article II of the Code addresses the Police Department of the Village; and

**WHEREAS**, the Village wishes to amend the Section 34-39 of the Code to create a part-time position in the Police Department titled, “Administrative Assistant”; and

**WHEREAS**, with the creation of this new Section it is necessary for the Village to amend Chapter 2 and remove the Administrative Assistant position for the Police Department that is contained therein; and

**WHEREAS**, the Village has determined that it is in the best interest of its residents to amend Section 34-41 of the Code.

**NOW THEREFORE**, be it ordained by the President and Board of Trustees for the Village of Cherry Valley, Illinois, as follows:

**SECTION 1:** Chapter 2 – Administration, Section 2-500 – Administrative Assistant/police department/full and/or part time is hereby removed in its entirety. Section 2-500 shall be reserved for future use.

**SECTION 2:** Chapter 34 – Law Enforcement, Division 1 Generally Section 34-39 –of Code of Ordinances for the Village of Cherry Valley, shall and hereby is amended, in relevant part, as follows (new language in **bold**, language to be removed show as a ~~strike through~~) to add a new Section entitled Administrative Assistant:

**Section 34-39. - Administrative Assistant.**

- (a) **Creation.** The position of part-time administrative assistant is hereby created under the direct supervision of the Administrative Services Manager. The administrative assistant has no supervisory authority.
- (b) **Normal hours of employment.** The administrative assistant shall be a part-time hourly position and will not average more than 19 hours per week and less than 990 hours per year. The administrative assistant's wages shall be established from time to time by the village board and shall be set prior to the beginning of each fiscal year.
- (c) **Job Requirements.** The administrative assistant position requires a general knowledge of:
- (1) The geography of the Village of Cherry Valley, or ability to learn.
  - (2) The Police Department rules, regulations, policies, and procedures.
  - (3) Illinois Freedom of Information Act (FOIA).
  - (4) Safe work practices.
  - (5) Pertinent federal, state, local laws, codes, and regulations.
  - (6) Modern office procedures, methods, and computer equipment.
  - (7) English language usage including spelling, grammar, and punctuation.
  - (8) Business letter writing and basic report preparation.
  - (9) Principles and procedures of record keeping and math skills.
  - (10) Public relations techniques.
- (d) **Essential Functions.** The administrative assistant must have the ability to:
- (1) Aid the general public; provide information and direction.
  - (2) Participate in aiding and greeting the public and processing inquiries and complaints; answer phones and direct calls as appropriate;
  - (3) Assist in recording, filing, retrieving and data-input of various police personnel related records information.
  - (4) Abide by and be responsible for all Department General Orders, regulations, policies and procedures related to the performance of the duties of a telecommunicator and member of the Department.
  - (5) Coordinate office operations; maintains administrative schedules, appointments, due dates;
  - (6) Furnishes files, facts and supportive information as needed;
  - (7) Maintains official correspondence and related documents;
  - (8) Drafts correspondence independently;
  - (9) Routes U.S. and interoffice mail;
  - (10) Documents and records filing, and
  - (11) Performs any other duties so assigned.
- (e) **Abilities.** The administrative assistant must have the ability to:
- (1) Maintain physical conditioning appropriate to the performance of assigned duties and responsibilities which may include:
    - a. Transporting records, equipment and property to various locations.
    - b. Walking, standing or sitting for extended periods of time.
    - c. Operating assigned equipment.

- (2) Maintaining strict confidentiality in the performance of duties.
- (3) Maintain effective audio-visual discrimination and perception needed for:
  - a. Making observations.
  - b. Reading and writing.
  - c. Communicating with others.
  - d. Operating assigned equipment.
- (4) Work under stress and use good judgment.
- (5) Possess and maintain proficient or intermediate skillset with Microsoft Office Suite.
  - a. Respond to requests and inquiries from general public.
  - b. Plan, organize and manage time effectively.
- (6) Establish and maintain cooperative-working relationships with those contacted in the course of work to include the community, law enforcement executives and all personnel assigned to the agency.
- (7) Use a variety of specialized equipment including communications and computer related equipment.
- (8) Work independently in the absence of supervision.
- (9) Communicate clearly and concisely, both orally and in writing.

**SECTION 3:** Except as amended in this Ordinance, all other provisions and terms of Village Code of Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 4:** This Ordinance shall be in full force and effect ten (10) days after its approval, passage and publication in pamphlet form as required by law.

PASSED UPON MOTION BY: NANCY BELT

SECONDED BY: SALLY HOLLEMBEAK

BY ROLL CALL VOTE THIS 15<sup>TH</sup> DAY OF AUGUST, 2023

AS FOLLOWS:

VOTING "AYE": NANCY BELT, JEFF FUSTIN, SALLY HOLLEMBEAK,  
MIKE NEVILLE, BRANDI PEARSE, CARL WEDIG


VOTING "NAY": NONE

ABSENT, ABSTAIN, OTHER: NONE

APPROVED: AUGUST 15, 2023

ATTEST:

  
KATHY TRIMBLE, VILLAGE CLERK

  
DAVID SCHROEDER, VILLAGE PRESIDENT