



## **COUNTY BOARD ADDENDUM**

*County of Champaign, Urbana, Illinois*

*Thursday, April 23, 2009 – 7:00 p.m.*

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*Lyle Shields Meeting Room, Brookens Administrative Center  
1776 East Washington Street, Urbana*

### **XII: OTHER BUSINESS**

A 1. Champaign County Administrator Job Description (Information Only)

D. Adoption of Resolution No. 6970 Approving the Proclamation Designating The Week of May 3<sup>rd</sup> as National Correctional Officer Week

E. Adoption of Resolution No. 6971 Approving the Proclamation Designating The Week of May 10<sup>th</sup> as National Police Week

## **Champaign County Job Description**

**Job Title:** County Administrator  
**Department:** Administrative Services  
**Reports To:** Chair of the Champaign County Board  
**FLSA Status:** Exempt - Appointed Position  
**Prepared Date:** April 2009

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### **SUMMARY**

Under policy direction, the County Administrator is responsible for advising and assisting the County Board and for enforcing such ordinances, orders, regulations, and resolutions as adopted by the County Board. Work is performed with considerable independence using considerable initiative, discretion, tact, and judgment within administrative policies and regulations and the ordinance establishing the office of the county administrator. Work is reviewed by the County Board through review of accomplishments, cost-effective services to county residents, and the quality of administrative services provided.

### **SUPERVISORY RESPONSIBILITIES**

The County Administrator is responsible for direct supervision of the staff of the Administrative Services Department, and supervises the supervisory/administrative personnel in the following departments: Animal Control; Emergency Management Agency; Facilities Management; Highway; Information Technology; Supervisor of Assessments; and Office on Zoning.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Supervises and administers all phases of the budgetary process; reviews departmental and agency budget requests and submits the budget to the county board;

Selects, employs, supervises, evaluates, suspends, and discharges personnel under jurisdiction of the board; revises and implements personnel policies and procedures;

Negotiates leases, contracts and other agreements for goods or services, subject to the approval of the board; enforces provisions of contracts and agreements; develops, installs and maintains a centralized system for purchasing goods and services;

Directs the care and custody of all county property;

Directs and maintains communications and information processing systems;

Recommends long-term capital improvement plans;

In cooperation with the County Board Chair and Committee Chairs, assists and coordinates in the preparation and distribution of the agendas for all county board and committee meetings; makes recommendations to the county board; and follows through on board decisions and makes periodic reports to the county board;

Carries out directives of the board; enforces all orders, resolutions, ordinances and regulations;

Represents the county in its relations with other governments;

Monitors and recommends organizational changes to the county board for county departments and agencies;

Drafts, recommends and supports legislation in support of the County's interests and objectives; may represent the County at State legislative meetings and informs the county board of governmental action that may affect the county;

Performs related work as required.

### **KNOWLEDGE, SKILLS and ABILITIES**

Thorough knowledge of the art of administrative and executive management of county government;

Thorough knowledge of modern governmental programs including accounting, budget, finance, personnel, purchasing, communications, information systems, and public works;

Considerable knowledge of current trends and developments in the organization and management of county government;

Considerable knowledge of the laws, rules and regulations in county government;

Ability to comprehend and apply county ordinances, directives, resolutions, and state laws relating to county government;

Ability to establish and maintain effective working relationships with the Champaign County Board, county elected and appointed officials, county employees, labor unions, and representatives of government agencies;

Skill in analyzing organization structure, staffing patterns, and program objectives and making recommendations for improvement;

Skill in communicating effectively, verbally and in writing;

Skill in developing and administering operating and capital improvement budgets.

### **EDUCATION and/or EXPERIENCE**

Minimum of a four year degree from an accredited college or university in public or business administration or a closely related area, preferably supplemented by a master's degree in public administration; considerable progressively responsible public or private sector managerial experience (5-7 years) requiring the planning and execution of administrative operations, the budgeting and control of revenue and expenditures, the coordination and leadership of diverse departments and functions, and the service to elected or appointed boards of directors or their equivalent; or any equivalent combination of education and experience that would provide the above noted knowledge, skills and abilities.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Illinois Driver's License; safe driving record; and proof of insurability;

U.S. citizenship upon appointment and county residency required.

**PHYSICAL DEMANDS**

This position requires activities such as sitting, walking, standing, bending, stooping, climbing stairs, lifting, moving and carrying light objects, operating office equipment, and driving an automobile.

**WORK ENVIRONMENT**

The work is performed primarily in an office environment and involves exposure to normal, everyday risks that require normal safety precautions typical of offices.

RESOLUTION NO. 6970

RESOLUTION APPROVING THE PROCLAMATION DESIGNATING THE WEEK OF MAY  
3rd AS NATIONAL CORRECTIONAL OFFICER WEEK

WHEREAS, the Congress and President of the United States have designated the week of May 3<sup>rd</sup> as National Correctional Officer Memorial Week; and

WHEREAS, the members of the Champaign County Sheriff's Office play an essential role in the Criminal Justice System; and

WHEREAS, the contributions they make to American law enforcement, while not highly visible, are substantial. These men and women are responsible for ensuring the custody, control, and safety of inmates held in U.S. jails and prisons. Directly supervising the incarceration and rehabilitation of criminal offenders, correctional officer are an essential part of our Nation's criminal justice system; and

WHEREAS, the general public should fully appreciate correctional officers' capable handling of the physical and emotional demands made upon them daily. Their profession requires careful and constant vigilance, and the threat of violence is always present. At the same time, these dedicated employees try to improve the living conditions of those who are being confined; and

WHEREAS, the men and women of the Champaign County Sheriff's Office unceasingly provide a vital public service.

NOW, THEREFORE, IT IS PROCLAIMED by the Champaign County Board, that the County Board calls upon all citizens of Champaign County and upon all patriotic, civic and educational organizations to observe the week of May 3<sup>rd</sup> through May 9<sup>th</sup>, 2009, as Correctional Officer Week with appropriate observance which all of our people may join in commemorating correctional officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

IT IS FURTHER PROCLAIMED, that the Champaign County Board calls upon all citizens of Champaign County to observe the week of May 4<sup>th</sup> as National Correctional Officer Week in honor of those correctional officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

PRESENTED, ADOPTED, APPROVED and RECORDED this 23<sup>rd</sup> day of April, A.D. 2009.

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C. Pius Weibel, Chair  
Champaign County Board

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

RESOLUTION NO. 6971

RESOLUTION APPROVING THE PROCLAMATION DESIGNATING THE WEEK OF MAY 10<sup>th</sup> AS NATIONAL POLICE WEEK

WHEREAS, the Congress and President of the United States have designated May 15<sup>th</sup> as Peace Officers' Memorial Day, and the week in which May 15<sup>th</sup> falls as National Police Week; and

WHEREAS, the members of the Champaign County Sheriff's Office play an essential role in safeguarding the rights and freedoms of the citizens of Champaign County; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men and women of the Champaign County Sheriff's Office unceasingly provide a vital public service.

NOW, THEREFORE, IT IS PROCLAIMED by the Champaign County Board, that the County Board calls upon all citizens of Champaign County and upon all patriotic, civic and educational organizations to observe the week of May 10<sup>th</sup> through May 16<sup>th</sup>, 2009, as Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

IT IS FURTHER PROCLAIMED, that the Champaign County Board calls upon all citizens of Champaign County to observe the 15<sup>th</sup> day of May, as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

PRESENTED, ADOPTED, APPROVED and RECORDED this 23<sup>rd</sup> day of April, A.D. 2009.

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C. Pius Weibel, Chair  
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