

Bill No. 390

Ordinance No. 390

ENACTING ORDINANCE SECTION 115.120: VILLAGE ADMINISTRATOR

BE IT ORDERED BY THE TRUSTEES OF THE VILLAGE OF UPLANDS PARK AS FOLLOWS:

SECTION 115.120: VILLAGE ADMINISTRATOR

A. *Selection.* The Board of Trustees shall select some qualified individual to serve as Village Administrator, who shall serve at the pleasure of the Board of Trustees. The Village Administrator shall receive such compensation as may be fixed by ordinance from time to time.

B. *Duties.* The Village Administrator shall have the following duties:

1. To act as head of the Administrative Department of the Village; shall be head of the Administrative Department and shall supervise and be responsible for day to day management of the affairs of the department and assigned duties and responsibilities among the work force.
2. To attend to such correspondence as ^{may} be required;
3. To attend Trustee meetings and report to the Board of Trustees as to the affairs of the Village;
4. In general, to perform such other duties as may be prescribed by law or ordinance or as directed by the Board of Trustees.

This ordinance shall be in full force from and after its passage.

PASSED AND APPROVED THIS _____ DAY OF _____, 2008.

CHAIRPERSON, KENNETH WILLIAMS
CHAIRPERSON OF THE BOARD OF TRUSTEES
VILLAGE OF UPLANDS PARK

Attest:

VILLAGE CLERK