

**THE
CODE OF THE VILLAGE
OF
OAK PARK, ILLINOIS**

1981

General Ordinances of the Village

ENACTED AS A WHOLE, MARCH 3, 1981

EFFECTIVE, AUGUST 3, 1981

**PUBLISHED BY ORDER OF THE PRESIDENT AND
BOARD OF TRUSTEES**



STERLING CODIFIERS, Inc.

**35 West Commercial
Weiser, Idaho**

2-4-2.1: CREATION OF OFFICE OF ASSISTANT VILLAGE MANAGER;
DUTIES: The office of the Assistant Village Manager is hereby established. The Assistant Village Manager shall assist the Village Manager in the exercise of the powers and duties of that office; provided, that the Assistant Village Manager may periodically be assigned duties and responsibilities by the Village Manager not normally a function of that office.

2-4-3: DIRECTION OF EMPLOYEES; AUTHORITY TO HIRE AND DISCHARGE: The Village Manager shall hire and discharge all employees, other than those under tenure of office laws, authorized by the Board of Trustees to be hired, at such compensation as may be set or authorized by the Board. All employees shall perform their duties subject to the direction of the Village Manager or that of the superior to whom the Manager may assign such employees; provided, however, that the Manager may delegate to any other official or employee the authority to hire or discharge any employees so authorized.

2-4-4: ACCOUNTS: The Village Manager shall be responsible for the maintenance of current accounts showing at all times the fiscal condition of the Village, including the current and anticipated expenses, appropriations, cash on hand and anticipated revenue of all municipal funds and accounts; and the Manager shall see to the collection and deposit of all money due the municipality.

2-4-5: INVENTORIES; CARE AND CUSTODY OF PROPERTY: The Village Manager shall be responsible for the maintenance of a current inventory showing all real and personal property of the Village and its location, and shall be responsible for the care and custody of all such property including equipment, buildings, and all other Village property which is not by law assigned to some other officer or body for care and control.

2-4-6: REPORTS TO PRESIDENT AND BOARD OF TRUSTEES: The Village Manager shall make such reports as shall be required by the President and Board of Trustees on the operations of the various Village departments. Such reports shall include, but not be limited to, a statement of the revenues, expenditures and general financial conditions of the Village.

2-4-7: RECORDS; CERTIFICATES; PROVIDE PERSONNEL TO OTHER OFFICERS: The Village Manager shall be responsible for the preparation and maintenance of all municipal records required by law to be kept by the Village and not by a specific officer. Where the law makes it the duty of a specific officer to keep or maintain records, the Manager shall make available to such officer all necessary clerical assistance for the preparation of such records and shall make available a place for the custody of such records. In compliance herewith the Village Manager shall make available to the Village Clerk, stenographic or clerical assistance necessary for the preparation of the journal of proceedings of the Board of

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ARTICLE 10
VILLAGE CLERK

SECTION:

- 2-10- 1: Duties Generally
- 2-10- 2: Corporate Seal
- 2-10- 3: Licenses and Permits
- 2-10- 4: Communications, Ordinances, Etc. Delivered to President
and Board of Trustees
- 2-10- 5: Resolutions, Communications, Etc. Delivered to Officers
and Committees
- 2-10- 6: Notification of Election or Appointment
- 2-10- 7: Receipt of Documents
- 2-10- 8: Record Publication and Proof of Ordinances and
Resolutions
- 2-10- 9: Appointment of Deputy Clerk
- 2-10-10: Other Duties
- 2-10-11: Office Supervision
- 2-10-12: Vacancy

2-10-1: DUTIES GENERALLY: The Village Clerk shall attend all meetings of the Board of Trustees and shall keep a full journal of the proceedings; shall be keeper and custodian of all books, records, ordinances, resolutions, and papers of the Village except as otherwise provided; shall receive, mark and properly file all papers belonging to the Village coming into the Clerk's office and shall grant certified copies from the records and papers of the Village; shall make preparations for and supervise all municipal elections; shall administer oaths; and shall execute such orders as may be received from the Board of Trustees; and the Clerk shall carry out all duties as imposed by State law.

2-10-2: CORPORATE SEAL: The Village Clerk shall be the keeper of the corporate seal and shall affix it to all papers on which it is required.

2-10-3: LICENSES AND PERMITS: In compliance with the provisions of this Code or any other proper ordinance of the Village, or as so ordered by the Board of Trustees or other proper officer of the Village, the Village Clerk shall sign and issue such licenses and permits as are properly approved. The Clerk shall

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