

ORDINANCE NO. Administrator - 07

**AN ORDINANCE PROVIDING FOR AND CREATING THE  
OFFICE OF TOWNSHIP ADMINISTRATOR**

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Section 1: Office Created – The office of Township Administrator is hereby created subject to the provisions of this Ordinance.

Section 2: Qualifications of Township Administrator – The Township Administrator shall be chosen by the Hanover Township Board of Trustees (the “Township Board”) solely on the basis of executive and administrative qualifications with special reference to specific professional education for, actual experience in, and knowledge of accepted practice in respect to the administration of local government and to the duties of the office as specified below. The appointment shall be made without consideration of the candidates’ race, creed, color, religion, sex, national origin or ancestry, age, disability unrelated to ability, marital status, or unfavorable discharge from military service and/or otherwise in violation of any applicable federal and/or state law. The person appointed to this office need not be a resident of the township at the time of appointment.

Section 3: Appointment and Relationship to Elected Officials – The Township Administrator shall be appointed to office by majority vote of the Township Board for a term of employment which shall not exceed the term of office of the Township Board Members. The Township Administrator shall, in all cases, be subject to the authority and direction of the Township Board.

Section 4: Compensation and Terms of Appointment – The rate of compensation of the Township Administrator shall be set by the Township Board and may be adjusted from time to time as the Board deems appropriate.

Section 5: Removal of the Township Administrator from Office – The Township Administrator shall be subject at all times to removal from office by a majority vote of the total membership of the Township Board.

Section 6: Powers and Duties – The Township Administrator shall be responsible to the Township Board for the proper administration of all affairs of the Township. In discharging this responsibility, the Township Administrator shall:

- 1) Direct, supervise, evaluate and coordinate the administration of all departments, staff, and programs of the Township, except as otherwise provided by law;
- 2) Appoint and, when necessary for the good of the service, suspend or remove all Township employees and appointive administrative officers except department heads or when otherwise provided for by law, subject to

applicable policies and ordinances adopted by the Township Board. All appointments and removals shall be based solely upon merit and on the qualifications or disqualifications of the individuals involved, without regard to race, creed, color, religion, sex, national origin or ancestry, age, disability unrelated to ability, marital status, or unfavorable discharge from military service and/or otherwise in violation of any applicable federal and/or state law. The Township Administrator may authorize any administrative officer, subject to the Township Administrator's direction and supervision, to exercise these powers with respect to subordinates in that officer's department, office or agency;

- 3) Recommend appointment and, when necessary for the good of the service, suspension or removal of all department heads to the Township Board, except when otherwise provided for by law. All recommended appointments and removals shall be based solely upon merit and on the qualifications or disqualifications of the individuals involved, without regard to race, creed, color, religion, sex, national origin or ancestry, age, disability unrelated to ability, marital status, or unfavorable discharge from military service and/or otherwise in violation of any applicable federal and/or state law;
- 4) Attend all Township Board meetings. The Township Administrator shall have the right to take part in all discussions, unless otherwise directed by a majority vote of the Township Board, but shall not vote;
- 5) Provide for the enforcement of all laws and ordinances within the Township, subject to applicable federal and state law and policies and ordinances adopted by the Township Board;
- 6) Subject to the applicable provisions of the Township Code and Illinois Municipal Budget Law, serve as Township Budget Officer and prepare and submit to the Township Board, in coordination with the Hanover Township Finance Committee Chairman, a recommended annual budget for Township operations and recommend a capital program. When the annual budget or capital program have been approved by the Township Board, the Township Administrator shall be responsible for the administration of said budget or capital program;
- 7) Make sure reports as the Township Board may require concerning the operations of Township departments, offices, and agencies;
- 8) Keep the Township Board fully advised of the present financial condition and future needs of the Township;
- 9) Advise the Township Board on pending decisions of public policy and recommend to the Township Board the adoption of such measures as the Township Administrator may deem necessary or expedient for the health,



safety, or welfare of the community or for the improvement of administrative services;

- 10) Be responsible for procurement of commodities and services for all Township departments, offices, and agencies, and promulgate purchasing rules which shall be followed by employees in the procurement of goods and services;
- 11) Propose to the Township Board such personnel rules and regulations as the Township Administrator deems necessary to manage the personnel policies of the Township;
- 12) Perform such other duties as may be specified by law or Township ordinance or as may from time to time be requested by the Township Board.

Section 7: Acting Township Administrator – If because of temporary absence, disability, or illness, the Township Administrator is unable to carry out the functions of this office, the Township Board may appoint an individual to serve as acting Township administrator and carry out the duties of the Administrator during the Township Administrator’s absence.

Section 8: Authority of Other Officers – Nothing in this Ordinance shall be deemed to diminish or detract from the statutory powers and authority of the Township’s elected officials and/or Township Board.

Section 9: At Will Employment – Nothing herein shall be construed as changing the “at will” status of any Township employee, including but not limited to the Township Administrator.

Section 10: Repealer – All prior ordinances, resolutions, and parts of such ordinances and resolutions in conflict with this Ordinance are hereby repealed, to the extent of such conflict and/or inconsistency.

Section 11: Effective Date – This Ordinance shall be in full force and effect upon its passage and approval as provided by law.

Section 12: Severability – The various provisions of this Ordinance are to be considered as severable and if any part or portion of this Ordinance shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

ROLL CALL VOTE:

AYES: 5

NAYS: 0

ABSENT: 0

PASSED this 14<sup>th</sup> day of August, 2007

APPROVED this 14<sup>th</sup> day of August, 2007

  
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Michael E. Kelly, Township Supervisor

ATTEST:

  
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Brian P. McGuire, Township Clerk

### CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance No. ~~Administrative~~<sup>2</sup> enacted on August 14, 2007, and approved August 14, 2007, as the same appears from the official records of Hanover Township.

  
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Brian P. McGuire, Township Clerk