



**COUNTY OF KENDALL, ILLINOIS
HUMAN RESOURCES & INSURANCE**
Kendall County Office Building, 111 W. Fox Street
County Board Rm 209 & 210, Yorkville, IL 60560
Monday, May 1, 2023 at 5:30 p.m.
MEETING AGENDA

1. Call to Order
2. Roll Call: Ruben Rodriguez (Chairman), Jason Peterson (Vice Chairman), Elizabeth Flowers, Zach Bachmann, and Matt Kellogg
3. ***MOTION (VV)** Approval of Agenda (Page 1)
4. ***MOTION (VV)** Approval of Minutes – None
5. Committee Reports and Updates
 - A. Monthly Benefits Report Provided by Kendall County Treasurer’s Office (Page 3)
 - B. Monthly Report Provided by Kendall County Human Resources Department (Page 5)
6. New Committee Business
 - A. ***MOTION (VV) (Forward to CB 5/16/2023 Meeting):** Revised County Administrator Job Description (Page 13)
 - B. ***DISCUSSION & Possible Motion (VV) (Forward to Finance & Budget Committee):** Recruitment Options for new County Administrator (Page 19)
 - C. ***MOTION (VV) (Forward to CB 5/16/2023 Meeting)** Amendment to Insurance Benefits Policy set forth in Section 7.7 of the Kendall County Employee Handbook (Page 28)
 - D. ***MOTION (VV) (Forward to CB 5/16/2023 Meeting):** Approval of new job descriptions for the following positions:
 - i. Planning, Building & Zoning Department Director Job Description; (Page 30)
 - ii. Administrative Services Department Intern Job Description; and (Page 36)
 - iii. Human Resources Department Intern Job Description. (Page 39)
 - E. ***MOTION (VV) (Forward to CB 5/16/2023 Meeting):** Approval of revised job descriptions for the following positions:
 - i. Economic Development Coordinator Job Description; (Page 42)
 - ii. Planning, Building, and Zoning Department Office Assistant (Part time) Job Description; (Page 47)
 - iii. Planning, Building, and Zoning Department Code Official (Full-time) Job Description; and (Page 52)
 - iv. Planning, Building, and Zoning Department Code Official (Part time) Job Description. (Page 56)
 - F. ***MOTION (VV) (Forward to CB 5/16/2023):** Revised Organizational Chart and Headcount for Kendall County Departments (Page 60)
 - G. ***MOTION (VV) (Forward to CB 5/16/2023 Meeting)** Amendment No. 1 to Services Agreement between Meisrow Insurance Services, Inc. and Kendall County, Illinois effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$49,000.00. (Page 61)
 - H. ***MOTION (VV) (Forward to CB 5/16/2023 Meeting)** Fee Agreement between The Horton Group, Inc. and Kendall County, Illinois effective July 1, 2023 through June 30, 2024 in an amount not to exceed \$3,693/month with the option to extend for two additional years at 3% increase per year.
 - I. ***MOTION (VV) (Forward to CB 5/16/2023 Meeting):** Exit Interview Form (Page 62)
 - J. ***MOTION (VV) (Forward to CB 5/2/2023 Meeting):** Resolution Honoring Asian Pacific Islander American Heritage Month (Page 66)
 - K. ***MOTION (VV) (Forward to CB 5/16/2023 Meeting):** Resolution Honoring Military Appreciation Month (Page 67)
 - L. ***MOTION (VV) (Forward to CB 5/16/2023 Meeting):** Resolution Regarding Authorized Drivers Procedures (Page 68)
7. Old Committee Business - None

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time.

- 8. Chairman's Report**
- 9. Public Comment**
- 10. Executive Session**
- 11. Items for Committee of the Whole**
- 12. Action Items for County Board**
 - A. Items for Consent Agenda**
 - B. Items under Committee Business**
- 13. Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time.

MONTHLY MEDICAL INSURANCE REPORT

FY 23

	Non-Union		Union		Total Enrolled		Annual ER Plan Cost	Retirees/COBRA (12/1/22 -11/30/23) (55 Retirees / 1 COBRA)
	Non-Union	Union	Apr-23	May-23	Apr-23	May-23		
HMO EE	13	10	21	23	21	23	\$7,745.65	14
HMO FAM	6	12	18	18	18	18	\$14,630.77	18
H.S.A. \$1500 EE	74	48	123	122	123	122	\$11,827.61	2
H.S.A. \$1500 FAM	43	51	96	94	96	94	\$22,507.70	13
H.S.A. \$3000 EE	1	2	3	3	3	3	\$10,898.27	37
H.S.A. \$3000 FAM	5	4	9	9	9	9	\$20,752.13	20
BC Options \$1500 EE	5	0	6	5	6	5	\$11,311.26	TOTAL
BC Options \$1500 FAM	1	5	5	6	5	6	\$21,532.29	73,506.31
BC Options \$3000 EE	2	3	2	5	2	5	\$10,381.70	
BC Options \$3000 FAM		0	3	0	3	0	\$19,776.49	
Total Enrolled	150	135	286	285	286	285		

Dental EE	183
Dental Family	189

Total Enrolled 372

- NOTES:**
- 1) Premiums and headcount paid as of monthly report date
 - * 2) Includes Employer HSA contribution *

FY 23 MONTHLY MEDICAL INSURANCE INVOICES BUDGETED \$6,462,308 51.83% of total budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals	BUDGET per Line Item	% of budget
BCBS Medical Premium	467114	896081	424612	438627	453121								\$2,679,554	5,438,252	49.27%
BCBS Dental Premium	28221	-218	28489	27428	28208								\$112,128	381,879	29.36%
BCBS Life Premium	595	612	591	610	615								\$3,023	9677	31.24%
Health Savings Account	375	540750	7230	895	5250								\$554,500	597,500	92.80%
FSA Admin Fee	95	95	112	116	109								\$525	35,000	1.50%
TOTALS	\$495,399	\$1,437,320	\$461,033	\$467,675	\$487,303	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,349,731	6,462,308	51.83%

FY 22 MONTHLY MEDICAL INSURANCE INVOICES (BUDGETED: \$6,423,600) 91.44% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	422061	417593	769160	397470	418868	423977	418344	406923	411574	412983	412883	-4843	\$4,903,995
Met Life Dental Premium	56127	56874	56863	-988	32394	27529	28184	28471	27867	27921	28245	-250	\$369,237
BCBS Life Premium	601	613	604	619	591	622	623	622	608	616	610	616	\$7,344
Health Savings Account	625	547000	4125	9625	8125	2875	3250	6375	3500	4375	750	750	\$591,375
FSA Admin Fee	0	792	98	105	105	201	102	102	102	105	102	98	\$1,906
TOTALS	\$479,415	\$1,022,872	\$830,850	\$406,831	\$457,083	\$455,203	\$450,499	\$442,493	\$443,651	\$446,000	\$442,589	-\$3,629	\$5,873,857

FY 21 MONTHLY MEDICAL INSURANCE INVOICES (BUDGETED: \$5,830,200) *94.22% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	394306	382127	383663	390497	395525	385509	380010	378496	377980	370643	354481	378537	\$4,572,773
Met Life Dental Premium	27132	33543	25246	27489	27287	27533	27462	26611	26822	27068	26674	27641	\$330,468
BCBS Life Premium	604	541	603	611	616	616	615	613	605	602	603	633	\$7,262
Health Savings Account	559000	0	6750	5750	2250	2000	750	750	3750	2375	625	1750	\$581,750
HRA Admin Fee	0	0	0	0	0	0	0	0	0	0	0	0	\$0
FSA Admin Fee	102	103	102	102	105	91	91	221	91	91	91	88	\$1,276
TOTALS	\$977,143	\$416,314	\$416,363	\$424,448	\$425,743	\$415,749	\$408,928	\$407,691	\$409,247	\$400,778	\$382,474	\$408,649	\$5,493,529

FY 20 MONTHLY MEDICAL INSURANCE INVOICES (BUDGETED: \$5,110,000) *98.81% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	356035	347783	356052	360795	353798	349472	353379	366907	353625	355621	293632	352999	\$4,193,300
Met Life Dental Premium	26525	23986	25081	26602	25928	24210	12638	25267	25155	23587	25169	24472	\$287,619
BCBS Life Premium	0	701	701	1416	703	702	699	711	710	700	696	476	\$8,214
Health Savings Account	537125	0	0	1750	2000	3750	2500	2250	5375	375	750	3000	\$558,875
HRA Admin Fee	91	0	0	0	0	0	0	0	0	0	0	0	\$182
FSA Admin Fee	91	0	109	109	109	102	102	102	102	102	102	102	\$1,127
TOTALS	\$919,867	\$366,470	\$381,943	\$389,671	\$382,537	\$378,235	\$369,318	\$394,236	\$384,966	\$380,385	\$320,548	\$381,139	\$5,049,317

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KENDALL COUNTY HUMAN RESOURCES DEPARTMENT MAY 1, 2023 REPORT TO HUMAN RESOURCES & INSURANCE COMMITTEE

Here are a few highlights from the Human Resources Department during the month of April:

COMPLIANCE & RISK MANAGEMENT:

- Continue working on development and implementation of Executime.
- Issued EEO-4 survey and request to update emergency contact information for all County department employees.
- Trainings completed this month: OSHA compliance training for all County department heads; timesheet training; and rolled out defensive driving training for County department staff who drive County owned vehicles.
- Working with County department heads to ensure OSHA compliance and to complete job safety analysis.
- Developed procedure for ensuring timely updates to authorized drivers list.
- Working on Tyler Munis system for rollout of Human Capital Management module and Executime and to timely complete and file federally mandated EEO-4 report later this year.

RECRUITMENT, ONBOARDING & OFFBOARDING:

- Ongoing recruitment for new Economic Development Coordinator position. Application deadline was 5/1/23.
- Completed offboarding for County Administrator.
- Updated job descriptions and organizational chart for Kendall County departments and confirmed authorized headcount.
- Continue recruitment and development of internship program. At present time, we have 8 interns participating in our summer internship program.

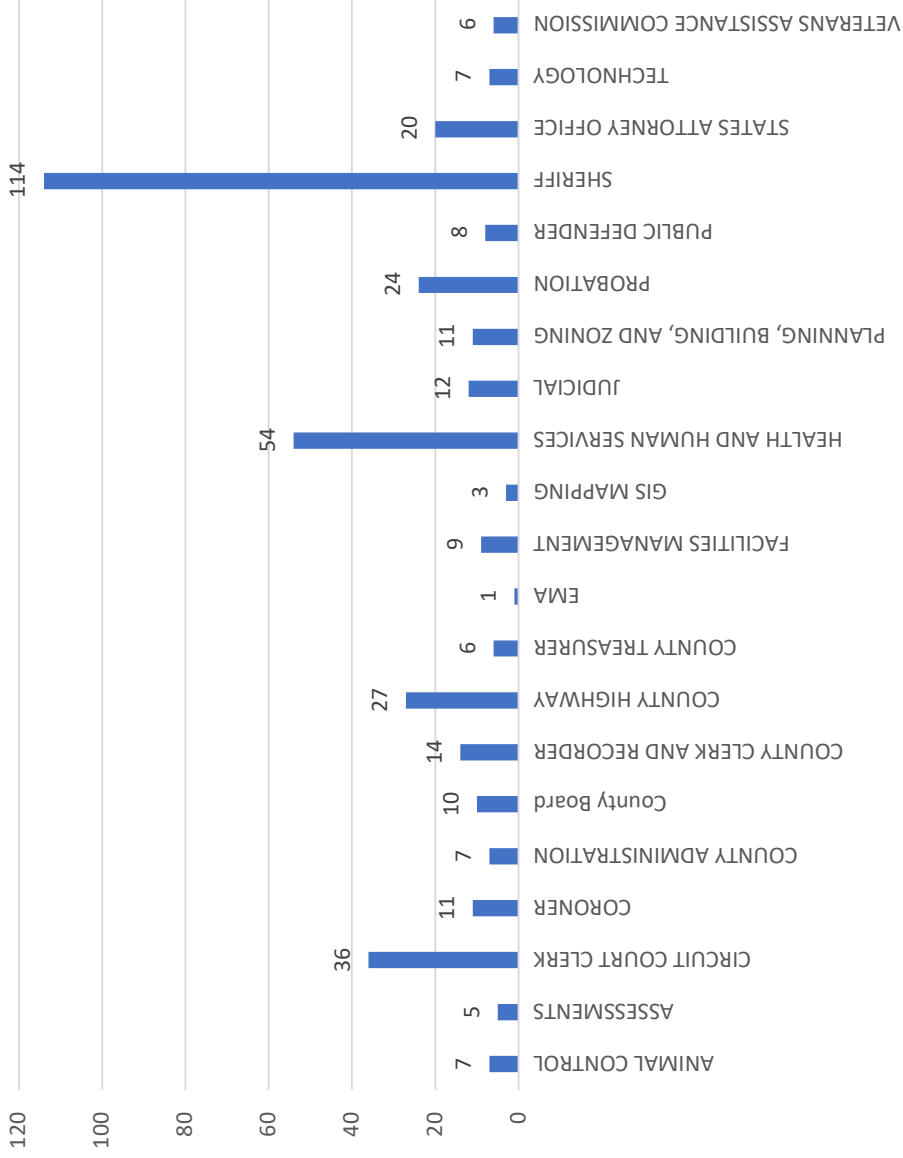
EMPLOYEE ENGAGEMENT:

- Second Community Outreach Committee meeting held. Teams page established for the group. Began planning for remainder of 2023.
- Employee service award online store closed and recognition ceremony to be held at June 20th County Board meeting.
- Prepared and sent out second edition of our quarterly employee newsletter.
- Celebrations for Arab American Heritage Month.
- Surprise employee appreciation day held on 4/27/23 for County departments.

LABOR RELATIONS:

- Preparations for upcoming bargaining at end of 2023 for Patrol Deputies (FOP) and County Clerk's Office (Teamsters Local #330). Circuit Clerk's Office's (AFSCME) union contract also expires on 11/30/2023.

Current Headcount by Department/Office on 04/25/2023



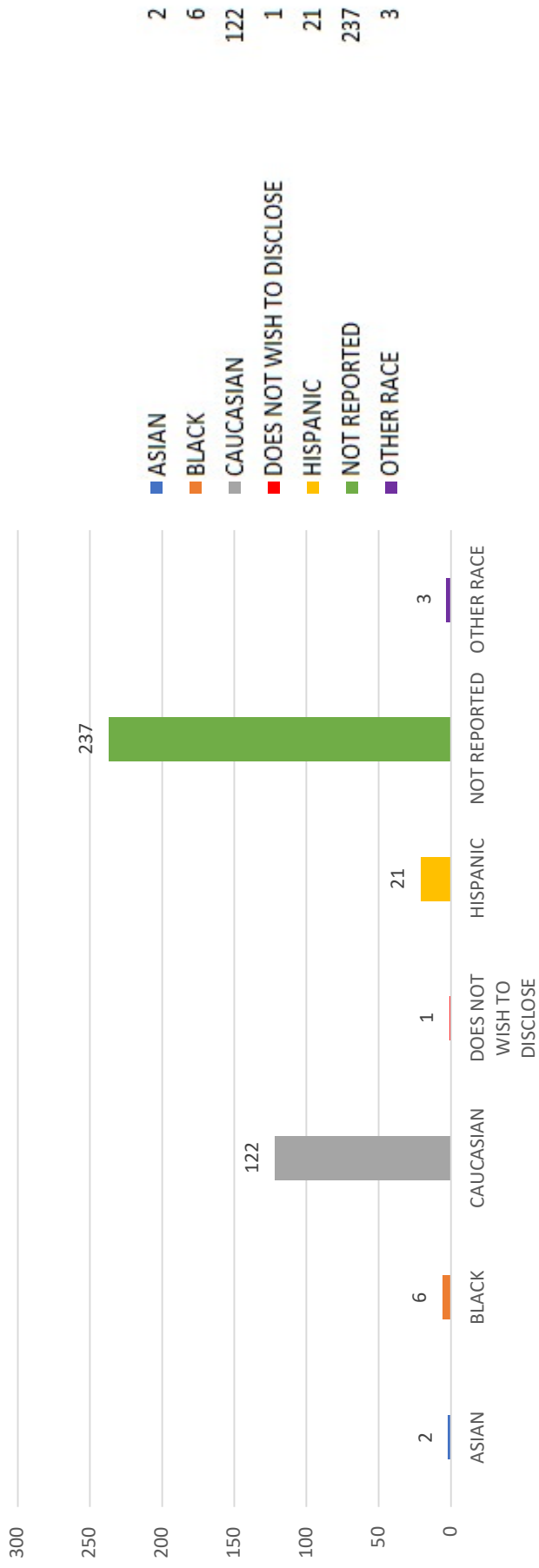
Department	Employee Headcount
ANIMAL CONTROL	7
ASSESSMENTS	5
CIRCUIT COURT CLERK	36
CORONER	11
COUNTY ADMINISTRATION	7
County Board	10
COUNTY CLERK AND RECORDER	14
COUNTY HIGHWAY	27
COUNTY TREASURER	6
EMA	1
FACILITIES MANAGEMENT	9
GIS MAPPING	3
HEALTH AND HUMAN SERVICES	54
JUDICIAL	12
PLANNING, BUILDING, AND ZONING	11
PROBATION	24
PUBLIC DEFENDER	8
SHERIFF	114
STATES ATTORNEY OFFICE	20
TECHNOLOGY	7
VETERANS ASSISTANCE COMMISSION	6
Grand Total	392

MONTH BY MONTH COMPARISON

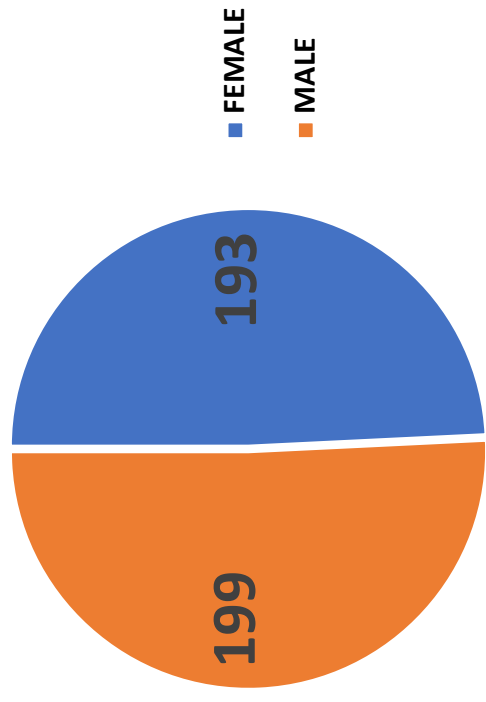
DEPARTMENT/OFFICE	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
ANIMAL CONTROL	6	7	7							
ASSESSMENTS	5	5	5							
CIRCUIT COURT CLERK	35	33	36							
CORONER	11	11	11							
COUNTY ADMINISTRATION	7	7	7							
COUNTY BOARD	10	10	10							
COUNTY CLERK & RECORDER	14	14	14							
COUNTY HIGHWAY	27	27	27							
COUNTY TREASURER	7	7	6							
EMA	1	1	1							
FACILITIES MANAGEMENT	9	9	9							
GIS MAPPING	3	3	3							
HEALTH AND HUMAN SERVICES	55	54	54							
JUDICIAL	12	12	12							
PLANNING, BUILDING, AND ZONING	11	11	11							
PROBATION	23	24	24							
PUBLIC DEFENDER	8	8	8							
SHERIFF	114	114	114							
STATES ATTORNEY OFFICE	20	21	20							
TECHNOLOGY	7	7	7							
VETERANS ASSISTANCE COMMISSION	6	6	6							
TOTALS	391	391	392							

Data provided through Tyler Munis Report run on 04/25/2023

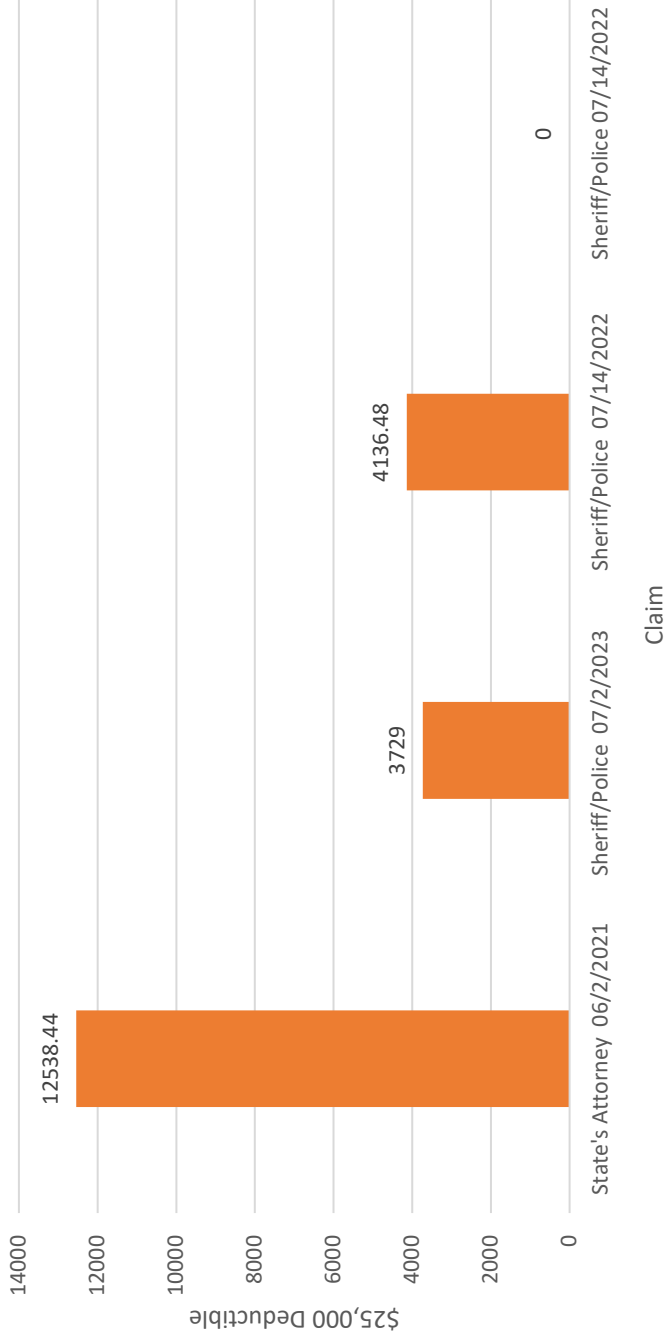
ETHNICITY



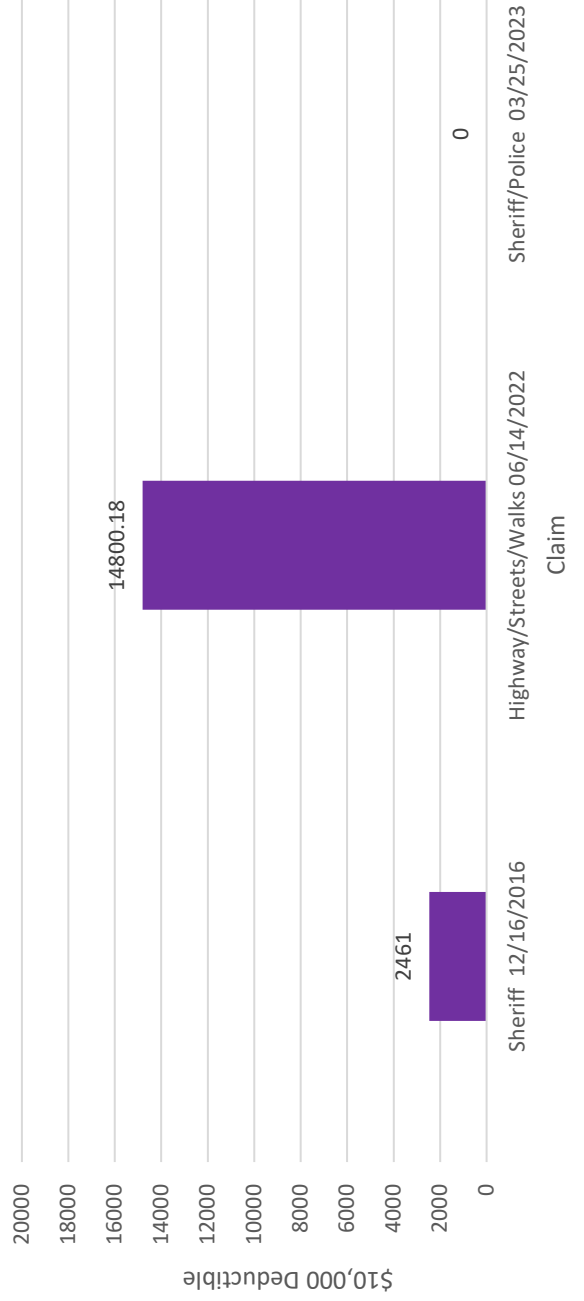
GENDER



Liability - Total Paid Towards Deductible

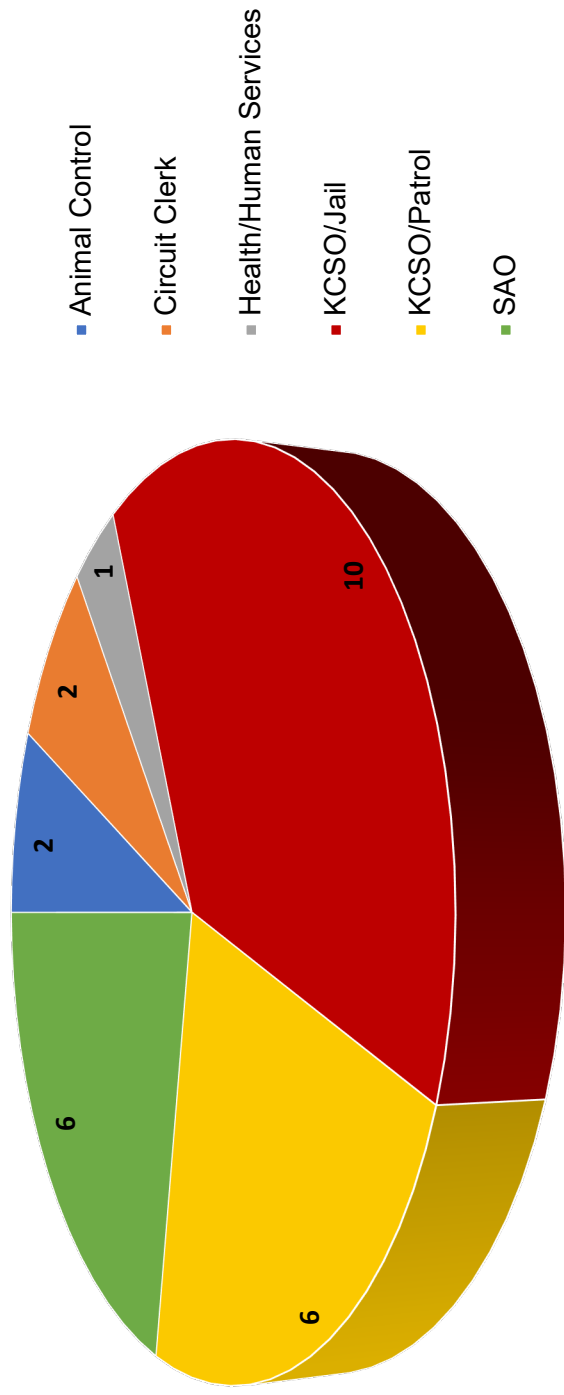


Property - Total Paid Towards Deductible

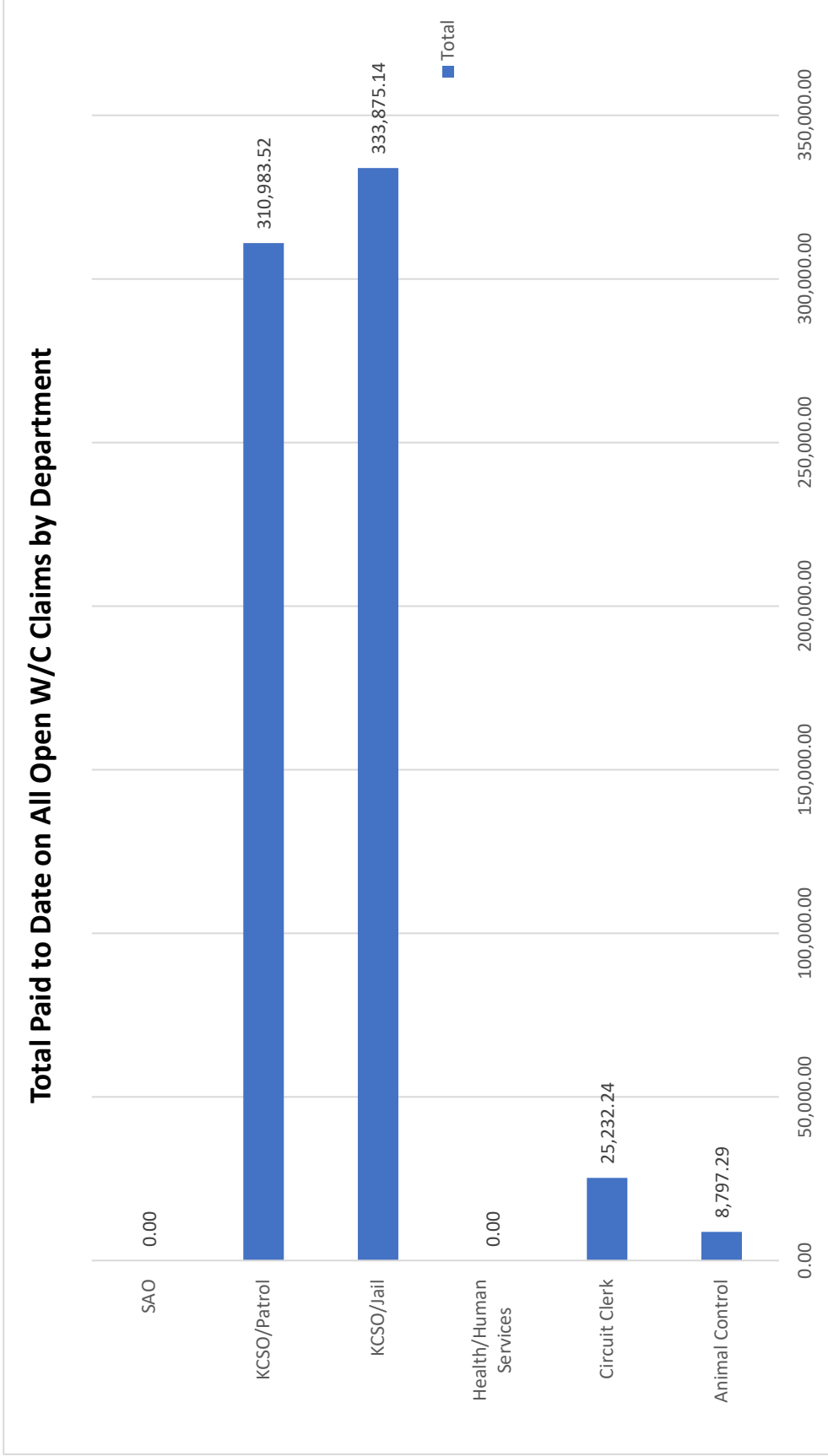


Kendall County Human Resources & Insurance Committee
Monthly Report for Open Workers' Compensation Claims as of 04/25/2023

Total Number of Open W/C Claims



Kendall County Human Resources & Insurance Committee
 Monthly Report for Open Workers' Compensation Claims as of 04/25/2023



Kendall County Human Resources & Insurance Committee
 Monthly Report for Open Workers' Compensation Claims as of 04/25/2023

Department	Total Paid	Outstanding Reserves	Deductible	AMOUNT LEFT TO REACH DEDUCTIBLE	Total Incurred	add date	Compensability
Animal Control	8394.32	5255.68	250,000.00	241,605.68	13650.00	9/13/2022	Compensable
Animal Control	402.97	1797.03	250,000.00	249,597.03	2200.00	1/24/2023	Compensable
Circuit Clerk	25070.24	50486.39	250,000.00	224,929.76	75556.63	4/19/2021	Compensability Determination Pending
Circuit Clerk	162	13944	250,000.00	249,838.00	14106.00	10/6/2021	Compensability Determination Pending
Health/Human Services	0	2200	250,000.00	250,000.00	2200.00	4/11/2023	Compensable
KCSO/Jail	23123.59	8581.6	250,000.00	226,876.41	31705.19	12/13/2017	Compensable
KCSO/Jail	34630.11	55059.28	250,000.00	215,369.89	89689.39	4/6/2020	Compensable
KCSO/Jail	53472.08	21836.5	250,000.00	196,527.92	75308.58	1/8/2021	Compensable
KCSO/Jail	32	4968	250,000.00	249,968.00	5000.00	11/23/2021	Denied
KCSO/Jail	131852.24	102353.67	250,000.00	118,147.76	234205.91	2/1/2022	Compensable
KCSO/Jail	4859.55	18427.5	250,000.00	245,140.45	23287.05	2/23/2022	Denied
KCSO/Jail	6140.39	820	250,000.00	243,859.61	6960.39	4/25/2022	Compensable
KCSO/Jail	326.23	12163.77	250,000.00	249,673.77	12490.00	5/13/2022	Compensable
KCSO/Jail	58165.6	79690.4	250,000.00	191,834.40	137856.00	5/13/2022	Compensable
KCSO/Jail	21273.35	24597.75	250,000.00	228,726.65	45871.10	1/3/2023	Compensable
KCSO/Patrol	108962.51	45722.47	250,000.00	141,037.49	154684.98	2/19/2019	Compensable Partial Medical
KCSO/Patrol	82990.22	136846.17	250,000.00	167,009.78	219836.39	1/24/2022	Compensable
KCSO/Patrol	107061.47	72900.79	250,000.00	142,938.53	179962.26	8/9/2022	Compensable
KCSO/Patrol	11969.32	2882.99	250,000.00	238,030.68	14852.31	10/11/2022	Compensable
KCSO/Patrol	0	2200	250,000.00	250,000.00	2200.00	3/7/2023	Compensable
KCSO/Patrol	0	2200	250,000.00	250,000.00	2200.00	4/17/2023	Compensable
SAO	0	0	250,000.00	250,000.00	0.00	3/7/2023	Denied
SAO	0	0	250,000.00	250,000.00	0.00	3/7/2023	Denied
SAO	0	0	250,000.00	250,000.00	0.00	3/8/2023	Denied
SAO	0	0	250,000.00	250,000.00	0.00	3/9/2023	Denied
SAO	0	0	250,000.00	250,000.00	0.00	3/10/2023	Denied
SAO	0	0	250,000.00	250,000.00	0.00	3/14/2023	Denied
TOTALS	678,888.19	664,933.99		6,071,111.81	1,343,822.18		

TITLE: County Administrator
DEPARTMENT: Administration
REPORTS TO: Kendall County Board
FLSA STATUS: Exempt
UNION STATUS: Non-Union
APPROVED: October 20, 2020 (revised – in process)

I. Position Summary:

The County Administrator, subject to the direction of the County Board, is the chief administrator of Kendall County, Illinois (“County”). The County Administrator manages and provides oversight of County departments, committees, legislative, and fiscal matters. The County Administrator acts as the Kendall County Board’s liaison regarding the coordination and management of policy initiatives, operational issues, and strategic plan within the daily operations of the County. The Kendall County Board (“County Board”) provides administrative direction to the County Administrator.

II. Essential Duties and Responsibilities:

- A.** Primary duty is to manage and provide oversight of County departments in accordance with the County’s organizational policies, goals, and budget parameters.
- B.** At the direction of the County Board, serves as “acting” department head, on an interim basis, for the applicable County department in the event the department head is unable to fulfill their essential job duties and, on an interim basis, is responsible for all of the essential job duties set forth in the applicable department head’s job description.
- C.** Customarily and regularly directs the work of at least two or more full-time employees.
- D.** Serves as the direct supervisor for all County department heads and the Deputy County Administrator by performing supervisory responsibilities including, but not limited to, the following:
 - 1. Interviewing and selecting assigned department heads and the Deputy County Administrator;
 - 2. Setting and adjusting department heads’ and the Deputy County Administrator’s rates of pay (within pre-approved budget parameters);
 - 3. Conducting regular performance evaluations of assigned County department heads and the Deputy County Administrator;
 - 4. Appraising assigned department heads’ and the Deputy County Administrator’s productivity and efficiency;
 - 5. Oversees new hire orientation and training of County department heads and the Deputy County Administrator.
 - 6. Handles both internal and external complaints and grievances related to assigned County department heads and the Deputy County Administrator;
 - 7. Makes all final decisions regarding the hiring, firing, discipline, advancement, promotion, and any other changes of status for all assigned department heads and the Deputy County Administrator; and
 - 8. Updates and revises job descriptions for County department heads and the

Deputy County Administrator.

- E.** Primary duties include the performance of office or non-manual work directly related to the management or general business operations of the County, which duties include, but are not limited to the following:
1. Provides leadership, recommendations, and direction to the County Board and County staff regarding the overall management and general business operations of the County;
 2. Oversees the preparation and submission of the annual Countywide budget to the County Board for approval;
 3. Oversees the creation and implementation of the County Board's Strategic Plan;
 4. Monitors and authorizes expenditures for assigned departments and programs;
 5. Oversees and administers the County's Revolving Loan Fund and other economic development activities including, but not limited to business retention, business attraction, and business growth;
 6. Preserves the confidentiality and security of confidential information including information that may be protected under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and information relating to all functions of Administration, the County, the County Board, and its committees;
 7. Responds to and addresses the public's concerns regarding the management or general business operations of the County;
 8. Directs the care and custody of all County property and assists with recommendation and implementation of the County's long-term capital improvement plans.
 9. As assigned, negotiates contract terms and monitors contracts for compliance; and
 10. Oversees grant administration for Kendall Area Transit operations.
- F.** Acts as the County Board's liaison regarding the coordination and management of policy initiatives, operational issues, and strategic plan within the daily operations of the County by performing duties including, but not limited to the following:
1. Provides administrative support and research assistance to the County Board;
 2. Attends meetings of the County Board, Committee of the Whole, and other County Board committees, as needed, both during and after regular work hours;
 3. Monitors and advises the County Board of the financial status and impending activities impacting or within the County and provides analysis and reports, as needed;
 4. Works to ensure the ordinances and resolutions of the County Board and all applicable state and federal laws and regulations are properly applied and enforced by the appropriate authorities;
 5. Facilitates the communication of information regarding County operations on a regular basis with community groups, representatives from State and local governments, local businesses, the County's lobbyist, employees of the County and elected offices, the County's contractors and agents, the public, and the media.

6. Serves as the County's main point of contact with Federal and State lobbyists;
 7. Assists with the development, research, and implementation of the County's legislative agenda with Federal and State legislators;
 8. Works with all department heads and the County Board's Finance & Budget Committee to ensure the County's annual budget is properly and timely presented to the County Board for adoption;
 9. Coordinates with the County's outside auditor(s) to ensure the annual audited financial statements are presented to the County Board;
 10. Coordinates grant and other funding opportunities with applicable County departments and elected offices.
 11. Coordinates the auditor selection process, as directed by the County Board;
 12. Coordinates with outside financial advisor(s) approved by the County Board regarding the issuance and refinancing of bonds;
 13. Oversees and communicates the status of pertinent issues and projects to the County Board Chair and the County Board;
 14. Coordinates research and acts as lead for special projects as assigned by the County Board;
 15. Furnishes the County Board Chair and the County Board with accurate and timely information that is necessary for the County Board to exercise its statutory powers and duties;
 16. Assists the County Board Chair in preparing the agenda for County Board meetings; makes recommendations to the County Board; follows through on County Board decisions; and makes periodic reports to the County Board.
 17. Represents the County and/or the County Board on intergovernmental commissions, boards, committees, and working groups, as designated by the County Board;
 18. Completes policy research and analysis on behalf of the County;
 19. Assists the County Board in developing, communicating, and implementing the County's future strategic, financial, legislative, and operational plans;
 20. Provides testimony and presents to other governmental entities, commissions, and organizations on the County's behalf, as requested and/or assigned by the County Board Chair and County Board.
 21. Serve as a primary contact and direct liaison, on behalf of the County, for municipalities, townships, and other governmental entities and groups.
- G.** Travels to, attends, and presents at meetings, conferences, workshops, and training sessions as a representative of the County and/or County Board, both during and after business hours. Such travel includes travel both within and outside of County limits and may include travel outside the State of Illinois, as needed to perform assigned job duties.
- H.** Serves as a County representative for collective bargaining issues and negotiations as assigned by County Board.
- I.** Prepares and revises correspondence, reports, presentations, and any other documentation, as needed, to perform assigned job duties.
- J.** Responds to media inquiries regarding or relating to assigned job duties.

- K. Serves as the County's Open Meetings Act designee, as directed by the County Board.
- L. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- M. Complies with all applicable policies and procedures regarding or relating to assigned job duties.
- N. Maintains availability outside work hours to respond to emergencies.
- O. Maintains regular attendance and punctuality.
- P. Travel to and from meetings, training, conferences, and other County office locations to perform job duties.
- Q. Performs other duties, as required or assigned by the County Board.

III. **Qualifications:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. LANGUAGE SKILLS:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected officials in both a one-on-one and group settings.
4. Requires excellent knowledge of the English language, spelling and grammar.
5. Strong oral and written presentation skills.

B. MATHEMATICAL SKILLS:

1. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to read and understand basic workplace data such as simple forms, tables, graphs, schedules, etc.

C. REASONING ABILITY:

1. Ability to analyze situations to identify problems; to identify sources of obstacles; and to evaluate and develop possible solutions.
2. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
3. Ability to deal with problems involving several concrete variables in standardized situations.

D. OTHER SKILLS, KNOWLEDGE, AND ABILITIES:

1. Strong organization skills and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. Ability to display a positive, cooperative, professional, and team orientated attitude.
4. Ability to listen, understand information and ideas, and work effectively with County personnel, department heads, local elected officials, and the public.
5. Ability to follow guidance and work independently until project completion.
6. Proficient knowledge of MS Word, Excel, Outlook, Teams, and PowerPoint.
7. Knowledge of office practices, principles of modern record keeping, and setting and maintaining filing systems.
8. Knowledge of principles and practices of local government structure and services.
9. Skills in operating a personal computer, facsimile machine, and copier.
10. Ability to comply with all County policies and procedures, and to adhere to set standards.

E. EDUCATION AND EXPERIENCE:

1. A minimum of a Bachelor's Degree from an accredited college or university is required. Preferred areas of study are public administration, business administration, public finance, accounting, or related fields.
2. A Master's Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting, or related fields, is preferred.
3. A minimum of at least seven years of increasing responsible professional experience in public or business administration, including at least four years in a management position, is preferred.

F. CERTIFICATES, LICENSES, REGISTRATIONS:

1. Current and valid Driver's License and reliable transportation.
2. Any and all other certificates and registrations as required for the specific duties performed.

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

1. Frequently sit for long periods of time at a desk, in meetings, and during travel to various locations to perform assigned job duties;
2. Occasionally lift and/or move up to 40 pounds;
3. Frequently lift and/or move up to 10 pounds;
4. Use hands and fingers to grip, handle, type, write, and feel;
5. Reach, push, and pull with one and/or both hands and arms;
6. Talk and hear in person and via use of telephone;
7. Vision abilities include close and distance vision, depth perception, and the ability to view computer monitors and screens for extended periods of time;
8. Travel independently to other County office buildings and to other locations throughout the County, the State of Illinois, and outside the State of Illinois, as needed, to perform assigned job duties.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

1. Mostly inside environmental conditions except when outside traveling between various buildings or locations throughout the County, the State of Illinois, and outside the State of Illinois, as needed to perform assigned job duties.
2. The noise level in the work environment is usually quiet to moderately quiet.
3. Employees may be exposed to stressful situations while working with others to perform assigned job duties.
4. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as needed.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee



COUNTY OF KENDALL, ILLINOIS

**Kendall County
Human Resources Department**

**KENDALL COUNTY OFFICE BUILDING
111 WEST FOX STREET, SUITE 215
YORKVILLE, ILLINOIS 60560
630.381.9149**

RECRUITMENT OPTIONS FOR COUNTY ADMINISTRATOR VACANCY

Below are the various recruitment options for filling the County Administrator vacancy.

Option 1: *No Cost Option* - Human Resources (HR) Department Oversees Recruitment & Posts Vacancy On Various Free Websites. Here are a few examples of free online platforms where the HR Department could post the job posting:

PLATFORM	ESTIMATED PRICING
Kendall County Website	Free
Facebook	Free
LinkedIn	Free
Indeed	Free
NACO	TBD – <i>waiting for response from NACO</i>
Local College/University job pages	Free

Option 2: *Some Additional Cost Option* – Includes Option 1 above PLUS Broader Reach With Some Additional Online Platforms (At Cost Set Forth Below)

PLATFORM	ESTIMATED PRICING
LinkedIn- Recruiter Lite ¹	\$1,679.88/year or \$169.00/month
ILCMA (Illinois City/County Management Association) ²	\$100 – non-member - per month
<i>ESTIMATED TOTAL COST:</i>	<i>\$538.00 if utilize both services for 2 months</i>

¹ Additional benefits for LinkedIn – Recruiter Lite attached as Exhibit 1.

² Additional benefits for membership in ILCMA attached as Exhibit 2.

Option 3: *Even More Additional Cost Option:* GovHR USA - GovHR USA is a recruitment, consulting, and interim staffing service for the public and non-profit sectors. There are many different tiered services that GovHR USA provide. Below are the various options if County would like to utilize GovHR's services³:

RECRUITMENT SERVICE	ESTIMATED PRICING
A. Executive Recruitment (Full Scope)	\$24,500 (Consultant and candidate travel expenses not included)
B. Executive Recruitment (Limited Scope)	\$21,500 (Background screenings, consultant, and candidate travel expenses not included)
C. Virtual Recruitment	\$9,500 (includes advertising)
D. Professional Recruitment	\$4,500 (includes advertising)
<i>ESTIMATED TOTAL COST</i>	Range: \$4,500 to \$24,500

Option 4: *Most Expensive Cost Option:* Executive Search Group: Robert Half - This is an outside recruiter who will create a Position Profile; handle all the recruitment including reference checks, initial interviews, etc.; and recruiting firm will provide the County with feedback us and suggestions on how to proceed with each candidate.⁴

RECRUITMENT SERVICE	ESTIMATED PRICING
Executive Search	<ul style="list-style-type: none"> A. 35% of the hired candidate's total first-year compensation (\$50,750 if we base this off Mr. Koepfel's final salary rate). B. Initial Retainer fee = \$43,500 based off Mr. Koepfel's final salary rate. C. \$5,000 administrative services fee
<i>ESTIMATED TOTAL COST</i>	Approximately \$99,250

³ For a detailed breakdown of GovHR options, see attached Exhibit 3.


⁴ For a detailed breakdown of Robert Half Legal's estimate, see attached Exhibit 4.

Recruiter Lite

Find the best candidates for your company

Reactivate now

Pay as little as \$139.99* / month when billed annually
Cancel anytime, for any reason

 Secure checkout

[Explore all plans](#)

[Learn about our full suite of Talent Solutions](#)

Hone in on the right candidates

Find the candidates you need to hire with advanced search tools

- ✓ 20+ advanced search filters
- ✓ Candidate search alerts
- ✓ Candidate recommendations daily
- ✓ Search with smart suggestions

Contact candidates outside your direct network

Reach out to candidates about the roles you're hiring for, and share what makes your company special

- ✓ 30 InMails per month
- ✓ Access to your 2nd and 3rd degree networks
- ✓ Personalized outreach with saved templates
- ✓ InMail performance insights

Manage your candidates in one place

Keep track of candidates and stay organized with hiring-specific tools

- ✓ Recruiter Lite platform
- ✓ Projects for organization and tracking
- ✓ Post a free job



MEMBERSHIP BENEFITS

AFFILIATES

The Illinois City/County Management Association is affiliated with the International City/ County Management Association (ICMA). The Illinois Association of Municipal Management Assistants (IAMMA), the Metropolitan Managers Association (METRO), the Downstate Management Association (DOWNSTATE), Southwest Illinois City Management Association (SWICMA), the Illinois Association of County Administrators (IACA), and the Legacy Project are all affiliates of the Illinois City/County Management Association. Each affiliated organization meets on a regular schedule to provide current information and training on topics relating to local government management.

PUBLICATIONS

The Illinois City/County Management Association publishes a monthly newsletter, City/County Management in Illinois, and the annual directory Who's Who in Illinois City/ County Management. The newsletter provides a vehicle for information exchange among the members on topics of general interest. It also serves as a forum for advertising available positions in the field and for informing members of relevant upcoming events throughout the state. The directory serves as the personal and professional "yellow pages" for the Association. The Association also produces various publications and guides which can be found at www.ilcma.org.

ILCMA COMMUNITY RESOURCE NETWORK

ILCMA Community Resource Network is an *exclusive* web portal for ILCMA and affiliate association members. It is used for knowledge and information sharing. this system allows ILCMA members to ask questions and get responses from colleagues across the state of Illinois. ILCMA Community provides the following features:

- Displays the most current 10 questions
- Search question and answer history
- Build a personalized profile
- Opt in/out of categories and tailor options for receiving information
- Capture, store, sort and view all current and archived information

MENTORSHIP PROGRAM

The “ILCMA Mentorship Program” provides an opportunity for aspiring managers to gain advice and insights from senior local government executives who provide volunteer support. It’s open-ended and informal. A “Statement of Mutual Understanding” is agreed upon by both mentor and mentee. This helps to define the relationship and ensure a rewarding experience for both parties. Visit the ILCMA website at www.ilcma.org for complete information.

CONFERENCES

Each year, Association members are invited to attend two conferences to discuss current practices in local government and attend training sessions to develop managerial skills. The summer conference encourages family participation and the winter conference focuses primarily on the “nuts and bolts” of local government management.

SENIOR ADVISOR PROGRAM

The Senior Advisor Program is designed to help address the personal and professional needs of individual members. Senior Advisors are retired managers/administrators who are available to lend a confidential ear to members as they discuss issues of concern. In addition, Senior Advisors are available to answer questions from municipal officials who are considering appointing their first manager/administrator.

RECRUITING SERVICES

EXHIBIT 3



SCAN ME

GovHR USA
offers tiered services
to meet your
recruitment needs.



EXECUTIVE RECRUITMENT FULL SCOPE *Call for Quote*

- Develop detailed brochure and position announcement
- Post position announcement to approved advertising sources, GovHR's social media sources and extensive email outreach
- Candidate evaluation/top candidates selected
- Conduct Video interview with qualified candidates, reference checks, social media and Google search of select group
- Presentation of candidates with client (candidate pool narrowed for interview)
- Schedule candidate interviews
- Full background screening, additional reference checks and news media search conducted
- Present draft interview questions
- Consultant will facilitate interviews of top candidates
- Assist with negotiations and offer to selected candidate
- Notify all applicants of appointed candidate

EXECUTIVE RECRUITMENT LIMITED SCOPE *Call for Quote*

- Develop a flyer and position announcement
- Post position announcement to approved advertising sources, GovHR's social media sources and extensive email outreach
- Candidate evaluation/top candidates selected
- Conduct Video interview with qualified candidates, reference checks, social media and Google search of select group
- Presentation of candidates with client (candidate pool narrowed for interview)
- Notify all applicants of appointed candidate

VIRTUAL RECRUITMENT \$9,500 *(plus advertising)*

- Develop position announcement
- Post position announcement to approved advertising sources and GovHR's social media sources and extensive email outreach
- Share announcement with GovHR's professional network
- Prepare assessment matrix that matches candidate's qualifications against position requirements
- Submit top tier candidates to client along with all recruitment applications



PROFESSIONAL OUTREACH \$4,500 *(plus advertising)*

- Develop position announcement
- Post position announcement to approved advertising sources and GovHR's social media sources and extensive email outreach
- Share announcement with GovHR's professional network
- Submit all resumes to client after application deadline



GovHR USA
847-380-3240
info@GovHRusa.com
www.GovHRusa.com

April 27th, 2023

Ms. Tricia Springman
Human Resources Generalist
Kendall County
111 W. Fox Street, Suite 215
Yorkville, IL. 60560

Dear Tricia:

Thank you for retaining the Executive Search Practice Group of Robert Half International Inc. (“RH”), to assist you in identifying and selecting candidates for the position of *County Administrator* for *Kendall County* (the “Search Project”). We are confident that you will benefit from the integrity and thoroughness of our work, and we are excited about working with you on this Search Project.

Our Responsibilities

Upon your acceptance of the terms outlined below, we will work with you to create a Position Profile that will summarize information about your organization, the position and its role in the organization, and the profile of your ideal candidate. This Position Profile is intended to document our mutual understanding of your needs for this Search Project and may be revised as the Search Project progresses. That document will be the basis for discussions with potential candidates about the Search Project.

We will communicate with you regularly and provide Search Project status updates throughout the course of this engagement as we jointly work toward your final candidate choice. You will receive a candidate summary for each candidate we present to you, and we will coordinate the schedule(s) of the interview(s) when necessary. After the interview(s), we will give candidate feedback to you and your stakeholders regarding the results of the interview(s) and our suggested next steps with each candidate.

We will conduct reference checks and document the results in a final Reference Report. Our reference checks consist of asking specific questions of selected references with regard to the facts of the candidate’s career history, to the extent such information is available from past employers. To the extent permitted by applicable law, Robert Half will have a third party vendor (i) perform a Social Security Verification and Trace, (ii) confirm any licensure or certification required for the position, to the extent such information may be verified, and (iii) verify the highest degree earned from a U.S. or Canadian college or university as indicated on the professional’s resume. If Client requests a copy of the results of the foregoing checks (the “Report”), Client agrees to keep the Report strictly confidential and to use the Report for employment purposes only.

Client Responsibilities

Your key responsibilities in this process include being timely and responsive in reviewing potential candidates with us, scheduling and interviewing candidates, providing substantive interview feedback, completing such reference checks or background investigations and due diligence as you deem necessary, and keeping us informed of any significant changes that may impact the position. All information from RH in regard to this Search Project must be kept confidential by you, shared only with those who are directly involved, and used solely for purposes of this Search Project in accordance with applicable law.

Fees and Expenses

Our fee is ordinarily thirty-five (35%) percent of the hired candidate's total first-year compensation; however, for this Search Project, we have reduced our standard fee to thirty (30%) percent of the hired candidate's total first-year compensation (e.g., base salary, target bonus, sign-on bonuses, and any other cash components) (the “Fee”).

RH requires the payment of an initial retainer fee for this Search Project. For the *County Administrator* search, our initial retainer fee will be based on a projected compensation of \$145,000. Thus, our initial retainer fee for this Search Project is \$43,500.

Additionally, we typically charge a fee for administrative services equal to twelve (12%) percent of the retainer with a minimum of \$7,500 per search, however for this Search Project, we will charge you a reduced flat administrative fee of just \$5,000. The principal costs that make up these administrative fees include all administrative support, along with verification of candidate education, license(s), and certification(s); and supplemental candidate research costs and any supplemental candidate databases specifically related to your search.

For your convenience, the initial retainer fee and administrative fee will be invoiced in four installments as follows:

- Upon the execution of this letter agreement, the first installment of \$15,875 will be invoiced (\$10,875 first retainer installment, plus \$5,000 administrative fee);
- Thirty (30) days after your execution of this letter agreement, the second retainer installment of \$10,875 will be invoiced;
- Sixty (60) days after your execution of this letter agreement, the third retainer installment of \$10,875 will be invoiced; and
- Upon offer and acceptance of a candidate, the fourth retainer installment of \$10,875 will be invoiced.

If an individual accepts an offer of employment from you, or if you engage any individual as a consultant or contractor, the entire Fee and administrative fee shall become due and payable immediately regardless of whether you had prior knowledge of such individual or whether such individual was referred to you from another source.

When the Search Project is completed, we will reconcile the amount of the Fee actually paid by you and the Fee due to us using the total first-year compensation including salary, target bonus, sign-on bonuses, and any other cash components. We will send you an invoice should the first-year compensation package exceed the projected compensation package used to establish the initial retainer fee. Should the candidate be employed at less than the projected compensation package used to establish the initial retainer fee, the Fee is then equal to the initial retainer fee and is deemed earned.

Finally, we will invoice you for any direct expenses not paid by you. These expenses include, but are not limited to, RH consultant and candidate interview and travel-related costs. Payment of our retainer fee, administrative fee, and direct expenses is not contingent upon the placement of one of our candidates with you. Our invoices will include appropriate taxes, if applicable. All invoices are due upon receipt.

Guarantee

If the original executive who RH places with you (the “Original Executive”) ceases to be employed by you for any reason except disability, death, reorganization, elimination of position, takeover, or material change in job responsibility, within ninety (90) days of their written acceptance date, RH will search for a replacement to fill the original position (a “Replacement Executive”). In the event the Replacement Executive’s total first-year cash compensation is more than the Original Executive’s first-year cash compensation, you agree to pay RH the difference between the Fee paid by you to RH for the Original Executive and the Fee due for the hired Replacement Executive, and you agree to pay any pre-approved expenses incurred by RH in seeking a Replacement Executive. If the hired Replacement Executive’s first year cash compensation is less than the Original Executive’s first-year cash compensation, the Replacement Executive’s Fee is equal to the Fee paid for the Original Executive and is deemed earned and paid. All references in this paragraph to “total first year cash compensation” shall include total first-year compensation including salary, target bonus, sign-on bonuses, and any other cash components. This guarantee applies only if (i) you have paid the total Fee, administrative fee, and any direct expenses for the initial search as provided in this letter agreement, and (ii) there has been no material change to the original Position Profile.

Additional Search Completion(s)

In the event you find more than one candidate from the candidates we have discussed with you in the course of the Search Project to whom you desire to offer employment, a fee of thirty percent (30%) of the candidate(s) total first-year compensation including salary, target bonus, sign-on bonuses, and any other components will be invoiced at the time of the individual’s acceptance. Any candidate identified by RH during the progress of this Search Project and hired by **Kendall County**, its successor, business unit, subsidiary, or affiliate within twenty-four months of our introduction will be considered an additional search completion.

Project Staffing

Kevin Kachmarik will be the lead Senior Managing Director on the **Kendall County** Search Project. Kevin has a strong search background and has worked with diverse firms in executing their search and placement needs. Kevin will be assisted on this search by the Principals and Associates at RH.

Acknowledgement

Please indicate your acceptance of these terms and conditions by signing and returning one copy of this letter agreement via email to Kevin.Kachmarik@Roberthalf.com as soon as possible. Please keep a copy for your records. If desired, we will forward an electronic signature version for your review and completion. As soon as we receive this signed letter agreement, your search project will commence.

We truly appreciate your confidence in our ability to conduct this important Search Project with you and look forward to working with you.

Agreed to this _____ day of April 2023.



Kevin Kachmarik of the Executive Search Practice Group of
Robert Half International Inc.

Tricia Springman of ***Kendall County***

**PROPOSED REVISION TO THE BELOW SECTION OF KENDALL COUNTY
EMPLOYEE HANDBOOK – Presented to HR & Insurance Committee on 5/1/2023**

Section 7.7 INSURANCE BENEFITS

Kendall County provides life insurance, accidental death and dismemberment insurance, medical and hospitalization insurance, dental insurance, and vision insurance to eligible employees of the Employer. Plan documents for specific benefits are available through Kendall County’s benefits administrator. Dependent coverage at group rates is available. Temporary or regular part-time employees, interns, volunteers, and independent contractors are not eligible for these insurance benefits, except those grandfathered under previous policy of Kendall County or as otherwise provided by law.

To be eligible for medical and hospitalization insurance, an eligible employee must consistently work a minimum of thirty (30) hours per week.

At the employee’s option, the employee may elect coverage through any one of the applicable health insurance plans made available by the Employer. An employee will have up to thirty (30) days from the start of your employment to make their health insurance plan election. Once made, the employee’s election is generally fixed for the remainder of the plan year. However, if a qualifying event (as defined under COBRA) occurs, an employee may make a mid-year change in coverage.

One type of health insurance plan the Employer may choose to offer in any given plan year is a high deductible health plan with a health savings account option (“HDHP-HSA” plan). If the Employer chooses to offer this type of health insurance plan in a given plan year, the Employer may also choose to contribute monies into eligible employees’ health savings account in an amount and disbursement date(s) set by the County Board, subject to applicable federal and state laws and collective bargaining agreement(s).

If an employee enrolled in such a HDHP-HSA plan receives a contribution to their health savings account from their Employer and, then, voluntarily terminates their coverage under said plan mid-year while continuing to remain an active employee, the employee will not be eligible to receive any subsequent health savings account contributions from the Employer for the next two (2) subsequent plan years, unless the employee has obtained a waiver for good cause shown (as explained below) or unless otherwise waived pursuant to an applicable law, regulation, and/or collective bargaining agreement(s).

To obtain a waiver, the employee must submit a written request to the Kendall County Human Resources and Insurance Committee (“HR Committee”) within sixty (60) calendar days after the employee voluntarily terminated their coverage mid-plan year. The employee’s written request must explain why good cause exists for the HR Committee to waive the two (2) year period referenced above. Upon receipt of such a written request, the HR Committee will review the employee’s request and make a final determination as to whether good cause exists to waive the two (2) year period.

Health insurance coverage shall commence thirty (30) calendar days following the employee's starting date of employment and shall cease on the last day of the month in which any of the following events occur: the employee's final day of employment; when regularly scheduled hours are reduced below 30 hours per week; or upon another "qualifying event" as defined under the Consolidated Omnibus Budget Reconciliation Act ("COBRA").

Summary plan descriptions (SPDs) which explain coverage of eligible health, dental, vision and life insurance benefits in greater detail are available through Kendall County's benefits administrator. The actual plan documents are the final authority in all matters relating to benefits described in this Employee Handbook or in the summary plan descriptions and will govern in the event of any conflict. and the Employer and the County Board reserve the right to change insurance carriers, change health maintenance organizations, self-insure, and/or change or eliminate any benefits at any time, provided such changes are made in accordance with applicable law

If an eligible employee would otherwise lose group coverage because of a qualifying event as defined by applicable law, the employee and/or qualifying dependents may be eligible to continue such coverage under the Employer's plan for such period of time as prescribed by law and applicable plan documents. The Employer will notify the employee of the time period for which continuation coverage may be provided, depending upon the employee's qualifying event.

Kendall County Job Description

TITLE: Director/Zoning Administrator
DEPARTMENT: Planning, Building, and Zoning (PBZ)
SUPERVISED BY: County Administrator
FULL TIME/PART TIME: Full time
FLSA STATUS: Exempt
UNION STATUS: Non-union
APPROVED: In Process

I. Position Summary:

The Director/Zoning Administrator, under the direction of the Kendall County Administrator, oversees all activities and operations of the Kendall County Planning, Building and Zoning (PBZ) Department. The Director/Zoning Administrator performs work of considerable difficulty related to the management and general operations of the PBZ Department; and develops, administers, and coordinates processes related to land use development, economic development, and planning to ensure orderly development, redevelopment and growth in the unincorporated areas of Kendall County, Illinois (County).

II. Essential Duties and Responsibilities:

The essential job duties for this position include, but are not limited to the following:

- A. Primary duties include the management and oversight of the County's PBZ Department by performing duties including, but not limited to the following:
 - 1. Customarily and regularly directs the work of all employees and interns assigned to the County's PBZ Department.
 - 2. Interviews, selects, and trains PBZ Department employees and interns.
 - 3. Sets and adjusts employees' and interns' hours of work.
 - 4. Sets and adjusts employees' rates of pay (within pre-approved budget parameters).
 - 5. Maintains production and operations records for use in supervision and control of the PBZ Department.
 - 6. Conducts performance evaluations of PBZ Department employees.
 - 7. Appraises employees' productivity and efficiency for the purpose of recommending promotions or other changes in status.
 - 8. Handles employee complaints and grievances.
 - 9. Disciplines employees.
 - 10. Apportions the work among employees assigned to the PBZ Department.
 - 11. Provides for the safety and security of the PBZ Department employees and County property.
 - 12. Makes the final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all employees in the PBZ Department.
 - 13. Responsible preparation and submission of the PBZ Department's budget to the County Administrator with final budget approval by the County Board.
 - 14. Monitors and authorizes expenditures for the PBZ Department.
 - 15. Carries out all other supervisory responsibilities in accordance with all applicable laws, regulations, policies and procedures.
- B. The primary duty is the performance of office or non-manual work directly related to the management or general operations of the PBZ Department, which includes

Kendall County Job Description

the exercise of discretion and independent judgment with respect to matters of significance, which duties include, but are not limited to the following:

1. Serves as the County's liaison and works with outside agencies and consultants in the development of long-range plans and development reviews, economic development initiatives, updating and administering codes related to land regulation and development, and the County's Land Resource Management and Transportation Plans.
 2. Assists the County's consultants in the preparation of specialized planning studies and reports.
 3. Provides staff support to a variety of committees, commissions, and boards; and attends and makes presentations to various commissions and boards such as the Kendall County ZPAC, Plan Commission, Historic Preservation Commission, and Zoning Board of Appeals, both during and after regular business hours.
 4. Serves as the County's Zoning Administrator (responsibilities outlined in Kendall County Zoning Ordinance).
 5. Serves as the County's Stormwater Ordinance Administrator (responsibilities outlined in Kendall County Stormwater Management Ordinance and Zoning Ordinance).
 6. Serves as the Plat Officer for Kendall County (responsibilities outlined in the Kendall County Subdivision Control Ordinance).
 7. Interprets and applies federal and state statutes, regulations, and rules to ensure that the public and private projects are in compliance with the same.
 8. Interprets, applies, and enforces provisions of applicable County ordinances related to development, zoning, subdivision, soil erosion, storm water management, floodplain and nuisance.
 9. Interacts and communicates with a variety of individuals and groups who contact the County's PBZ Department for the purpose of obtaining or providing information, coordinating activities, processing projects, negotiating plan changes, and formulating recommendations.
 10. Oversees the maintenance of petition records, allocation registration reviews, and database development etc.
 11. Performs zoning compliance review of building permits as requested by PBZ Department staff and provides recommendations regarding the same.
 12. Makes recommendations for improving processes and procedures of the PBZ Department.
 13. Authorizes reduction and release of bonds, letters of credit and other security for public improvements and land cash contributions.
 14. Calculates school and park/forest preserve land cash contributions, and recommends fee adjustments.
 15. Maintains escrow accounts for site development permits.
 16. Provides leadership and support to County's Economic Development Coordinator and the County's economic development initiatives.
- C. Serves as project manager for all petitions for variances, rezoning, special uses, subdivision plat approval, and Planned Unit Developments in the unincorporated areas of the County by performing various duties including, but not limited to:
1. In-depth application and plan review to confirm that all petitions, plans drawings and supporting documents are complete and compliant with all applicable codes, statutes and ordinances;

Kendall County Job Description

2. Coordinates with applicants to obtain additional information and project changes;
 3. Schedules and conducts pre-application meetings for zoning, subdivision and development applications;
 4. Prepare legal notices and post the same on relevant property sites;
 5. Conduct all necessary background research;
 6. Prepare staff reports;
 7. Prepares correspondence and coordinates review of site development permits and engineering plans and petitions with other staff and outside review agencies;
 8. Prepares reports and recommendations to various boards and committees involved in the development review process and oversees preparation of informational handouts and packets for distribution to the various boards and committees;
 9. Provides recommendations to the applicable committees, commissions and County Board related to the applications and plans;
 10. Manages and schedules petitions for required hearings and review by the various committees, commissions and boards involved in the review process; and
 11. Prepares draft ordinances and resolutions for review by the applicable committees, commissions and boards.
- D. Assist staff, consultants, and others with County ordinance enforcement and compliance by performing duties including, but not limited to, investigating alleged ordinance violations and complaints received by the County's PBZ Department; determining whether ordinance violations exist; and providing testimony and administrative support necessary for the prosecution of ordinance violations.
- E. Serves as a Freedom of Information Act Officer for the County's PBZ Department.
- F. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- G. Must be able to work both on-site and off-site, as needed, to perform the essential job duties.
- H. Safely operates County vehicles and safety equipment.
- I. Travels to, attends and/or presents at meetings, conferences, and trainings/seminars, as assigned, both during and after regular business hours.
- J. Handles confidential matters daily relating to all functions of the PBZ Department and maintains confidentiality of such information.
- K. Maintains positive and professional working relationships with the County's elected officials, department heads, employees, other government agencies, and other third parties.
- L. Complies with all applicable laws, regulations, and County policies and procedures regarding or relating to assigned job duties.
- M. Maintains regular attendance and punctuality.
- N. Performs other duties, as assigned.

III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

Kendall County Job Description

A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, minutes, agendas, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials, in both one-on-one and group settings.
4. Requires proficient knowledge of the English language, spelling and grammar.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to prepare and analyze statistical data and reports.

C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.
3. Ability to read and interpret blueprints, plats of survey, and similar documents and drawings.

D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License.
2. AICP designation preferred.
3. Any and all other certificates and registrations as required by immediate supervisor for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

1. Strong organization and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. The ability to display a positive, cooperative, professional, and team orientated attitude.
4. The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
5. The ability to follow guidance and work independently until project completion.
6. Basic knowledge of engineering and construction practices and GIS systems.
7. Basic knowledge of economic development and community planning.
8. Must be proficient in the use of computers and in Microsoft Outlook, Excel, Word, Teams, and PowerPoint.
9. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
10. Skills in operating a personal computer, facsimile machine, copier, and typewriter.

Kendall County Job Description

11. Working knowledge of all applicable statutes, regulations, and ordinances as well as zoning and subdivision administration, which are relevant to essential job duties.

F. Education and Experience:

1. A minimum of a Bachelor's Degree from an accredited college or university is required with a preferred area of study in Land Use Planning, Urban Planning, Landscape Architecture, or Public Policy. However, AICP designation may be substituted for Bachelor's Degree requirement.
2. A Master's Degree from an accredited college or university in planning, public policy, or public administration is preferred.
3. A minimum of at least three (3) years of prior work experience in PBZ related field.
4. A minimum of at least two (2) or more years of prior experience in a management level position is preferred.

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- A. Frequently sit for long periods of time at a desk or in meetings.
- B. Frequently work with computers and look at computer screen and other electronic devices.
- C. Occasionally lift and/or move up to 50 pounds.
- D. Frequently lift and/or move up to 10 pounds.
- E. Stand and walk on uneven ground at development sites.
- F. Use hands to grip, handle, feel, grip, and type.
- G. Bend over at the waist and reach with hands and arms.
- H. Climb and balance at development sites.
- I. Stoop, kneel, crouch, and/or crawl.
- J. Reach, push, and pull with hands and arms.
- K. Must be able to safely and proficiently use County vehicles and all other equipment needed to person assigned job duties
- L. Talk and hear in person and via use of telephone.
- M. Specific vision abilities include close and distance vision, as well as depth perception.
- N. Travel independently to other County properties and other locations throughout the County and the Chicago region to perform assigned job duties.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- A. Inside and outside environmental conditions, which includes during extreme weather.
- B. Will be exposed to driving and onsite construction conditions.
- C. May be exposed to dust, fumes, odors, mold, smoke, gases, and chemicals.
- D. The noise level in the work environment varies from quiet to noisy.
- E. The employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

Kendall County Job Description

- F. Employee may be exposed to stressful situations while working with elected officials, consultants, attorneys, applicants, and the general public.
- G. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

DRAFT

Kendall County Internship Job Description

TITLE: Intern
DEPARTMENT: Administration
SUPERVISED BY: Deputy County Administrator
FULL TIME/PART TIME: Part Time (Hours vary)
FLSA STATUS: Non-Exempt
UNION STATUS: Non-Union
APPROVED/REVISED: In Process

I. Position Summary:

This internship provides support to the Kendall County's Administration Department. During the internship, the intern will gain hands on experience in a broad range of administrative services including, but not limited to finance, budget, economic development, policy, ordinances, resolutions, and grant administration. Also, the intern may assist the Administration Department staff with administration of Kendall County's programs such as the Revolving Loan Fund, Kendall Area Transit, the annual audit, annual budget, and other Kendall County Board programs. This internship may be paid or unpaid and eligible for school credit (at the discretion of the Deputy County Administrator).

II. Essential Duties and Responsibilities:

The essential duties for this internship include, but are not limited to the following:

- A. Provides support to the Kendall County's Administration Department and gains hands on experience in a broad range of administration and finance services including, but not limited to meeting agenda creation, drafting meeting minutes, mail, drafting standard operating procedures, social media, PowerPoint presentations, financial reports, budget projections, grant reporting, and drafting policy.
- B. Provides support to the Kendall County Administration Department with research support for various policy and budget issues.
- C. Assists with filing documents, pulling documents from storage, and putting files away in storage.
- D. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- E. Assists with the preparation and revision of correspondence, reports, newsletters, flyers, brochures, and any other documentation, as needed, to perform assigned internship responsibilities.
- F. Handles confidential matters daily relating to all functions of the Administration Department and maintains confidentiality of such information.
- G. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.

Kendall County Internship Job Description

- H. Complies with all applicable laws, regulations, union contracts, and County policies and procedures regarding or relating to assigned job duties.
- I. Performs other duties as assigned.

III. **Qualifications:**

To perform this internship successfully, an individual must be able to perform all essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the internship:

A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, marketing materials, and correspondence.
3. Requires proficient knowledge of the English language, spelling and grammar and ability to alphabetize.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to assist with preparation and analysis of statistical data/reports.

C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, and Registrations:

1. Current and valid driver's license.

E. Other Skills, Knowledge, and Abilities:

1. Strong organization and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. The ability to display a positive, cooperative, professional and team orientated attitude.
4. The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, and elected officials.
5. The ability to follow guidance and work independently until project completion.
6. Must be proficient in the use of computers and in Microsoft Outlook, Excel, Word, Teams, and PowerPoint.
7. Knowledge of office practices, principles of modern record keeping, and maintaining filing systems.
8. Skills in operating a personal computer, facsimile machine, copier, and typewriter.

Kendall County Internship Job Description

F. Education and Experience:

1. At least 16 years of age or older; and
2. Either currently enrolled or recently graduated (i.e., within the three (3) months prior to submission of an internship application) from one of the following: high school, or an associate degree program, undergraduate degree program, or graduate school program at an accredited college or university.

IV. Physical Demands:

While performing the duties of this internship, the intern must be able to:

- A. Frequently sit for long periods of time at a desk or in meetings.
- B. Frequently work with computers and look at computer screen and other electronic devices.
- C. Occasionally lift and/or move up to 40 pounds.
- D. Frequently lift and/or move up to 10 pounds.
- E. Use hands to finger, handle, feel, grip, and type.
- F. Reach, push, and pull with hands and arms.
- G. Talk and hear in person and via use of telephone.
- H. Specific vision abilities include close and distance vision, as well as depth perception.
- I. Travel independently to other County properties to perform assigned internship responsibilities.

V. Work Environment:

The work environment characteristics described here are representative of those an intern encounters during this internship. While performing the duties of this internship, an intern may be subject to the following working conditions:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County to perform assigned duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. The intern may be exposed to stressful and difficult situations and material.
- D. The intern may be required to provide their own transportation to travel to and from the internship site location and other County properties.
- E. The internship will be completed during normal business hours.

By signing my name below, I hereby affirm that I received a copy of this internship job description.

Intern Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, intern

TITLE: Intern
DEPARTMENT: Human Resources
SUPERVISED BY: Human Resources Director
FULL TIME/PART TIME: Part Time (Hours vary)
FLSA STATUS: Non-Exempt & Unpaid (eligible for school credit)
APPROVED/REVISED: In Process

I. Position Summary:

This internship provides support to the Kendall County's Human Resources Department. During the internship, the intern will gain hands on experience in a broad range of human resources services including, but not limited to recruitment and selection, onboarding and offboarding, job classification and compensation, systems and records administration, employee development, training, and employee relations. Also, the intern may assist the Human Resources Department staff with administration of Kendall County's risk management and compliance programs such as workers compensation, property insurance, auto insurance, and liability insurance. This internship opportunity is unpaid but eligible for school credit.

II. Essential Duties and Responsibilities:

The essential duties for this internship include, but are not limited to the following:

- A. Provides support to the Kendall County's Human Resources Department and gain hands on experience in a broad range of human resources services including, but not limited to recruitment and selection, onboarding and offboarding, job classification and compensation, systems and records administration, employee development, training, and employee relations.
- B. Provides support to the Kendall County Human Resources Department with the administration of Kendall County's risk management and compliance programs such as workers compensation, property insurance, auto insurance, and liability insurance.
- C. Assists with filing documents, pulling documents from storage, and putting files away in storage.
- D. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- E. Assists with the preparation and revision of correspondence, reports, newsletters, flyers, brochures, and any other documentation, as needed, to perform assigned internship responsibilities.
- F. Handles confidential matters daily relating to all functions of the Human Resources Department and maintains confidentiality of such information.
- G. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.

Kendall County Internship Job Description

- H. Complies with all applicable laws, regulations, union contracts, and County policies and procedures regarding or relating to assigned job duties.
- I. Performs other duties as assigned.

III. **Qualifications:**

To perform this internship successfully, an individual must be able to perform all essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the internship:

A. Language Skills:

- 1. Ability to research, read, and interpret documents and simple instructions.
- 2. Ability to prepare documents, reports, marketing materials, and correspondence.
- 3. Requires proficient knowledge of the English language, spelling and grammar and ability to alphabetize.

B. Mathematical Skills:

- 1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- 2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- 3. Ability to assist with preparation and analysis of statistical data/reports.

C. Reasoning Ability:

- 1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- 2. Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, and Registrations:

- 1. Current and valid driver's license.

E. Other Skills, Knowledge, and Abilities:

- 1. Strong organization and multi-tasking skills.
- 2. Excellent prioritization skills and the ability to meet deadlines.
- 3. The ability to display a positive, cooperative, professional and team orientated attitude.
- 4. The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, and elected officials.
- 5. The ability to follow guidance and work independently until project completion.
- 6. Must be proficient in the use of computers and in Microsoft Outlook, Excel, Word, Teams, and PowerPoint.
- 7. Knowledge of office practices, principles of modern record keeping, and maintaining filing systems.
- 8. Skills in operating a personal computer, facsimile machine, copier, and typewriter.

Kendall County Internship Job Description

F. Education and Experience:

1. At least 16 years of age or older; and
2. Either currently enrolled or recently graduated (i.e., within the three (3) months prior to submission of an internship application) from one of the following: high school, or an associate degree program, undergraduate degree program, or graduate school program at an accredited college or university.

IV. Physical Demands:

While performing the duties of this internship, the intern must be able to:

- A. Frequently sit for long periods of time at a desk or in meetings.
- B. Frequently work with computers and look at computer screen and other electronic devices.
- C. Occasionally lift and/or move up to 40 pounds.
- D. Frequently lift and/or move up to 10 pounds.
- E. Use hands to finger, handle, feel, grip, and type.
- F. Reach, push, and pull with hands and arms.
- G. Talk and hear in person and via use of telephone.
- H. Specific vision abilities include close and distance vision, as well as depth perception.
- I. Travel independently to other County properties to perform assigned internship responsibilities.

V. Work Environment:

The work environment characteristics described here are representative of those an intern encounters during this internship. While performing the duties of this internship, an intern may be subject to the following working conditions:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County to perform assigned duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. The intern may be exposed to stressful and difficult situations and material.
- D. The intern may be required to provide their own transportation to travel to and from the internship site location and other County properties.
- E. The internship will be completed during normal business hours.

By signing my name below, I hereby affirm that I received a copy of this internship job description.

Intern Receipt Acknowledgement & Signature

Date

Signature of Supervisor
cc: personnel file, intern

Date

TITLE: Economic Development Coordinator
DEPARTMENT: Planning, Building and Zoning (PBZ)
SUPERVISED BY: Director
FLSA STATUS: Exempt
APPROVED: April 5, 2023 (Revised – In process)

I. Position Summary:

Under the supervision of the Director of the Planning, Building and Zoning (PBZ) Department, this role will be responsible for coordinating and overseeing of the economic development of the County of Kendall (“County”) including facilitating federal grants; facilitating business expansion and retention; recruiting new industry; and managing loan assistance through the Kendall County Revolving Loan Fund. This position will work to improve the local economy and diversify the tax base through local business retention, expansion, and fostering new business opportunities.

II. Essential Duties and Responsibilities:

The essential job duties for this position include, but are not limited to the following:

- A.** Performs primary duties requiring office or non-manual work directly related to the management or general business operations of the County, including, but not limited to the following:
1. Reviews and performs quality control on State of Illinois Databases related to economic development including, but not limited to business attraction, business retention, business development, available commercial/industrial real estate, workforce data, and workforce development.
 2. Oversees and manages the Kendall County Revolving Loan Fund and Revolving Loan Program.
 3. Assists local businesses in the unincorporated areas of the County with the zoning process and connection to various utilities.
 4. Serves as staff government relations representative with municipalities, community agencies, community stakeholders, public officials, and other economic development allies to assist new and existing businesses.
 5. Conducts research regarding new issues, methods, trends, and advances in economic development.
 6. Develops strategic economic development partnerships with businesses, organizations and communities within the County, as well as with other counties and municipalities.
 7. Attends meetings with public groups, clubs, organizations, and agencies in a public relations capacity to promote programs that encourage economic growth in the County.
 8. Responds to inquiries and meets with established and prospective business associations to serve as an information broker and liaison to County services and programs.
 9. Creates and administer a database of available commercial/industrial properties and active businesses.
 10. Creates marketing and promotional materials that promote the County’s economic development programs.
 11. Participates in professional and intergovernmental organizations that promote economic development and represents the County at local, regional and national meetings and conventions as needed and as assigned.

Kendall County Job Description

12. Provides leadership, recommendations, and direction to elected officials and staff regarding the County's economic development needs.
- B.** Performs primary duties that require the exercise of discretion and independent judgment with respect to matters of significance, and their recommendations are giving great weight by the final decision makers, including, but not limited to the following:
1. Develops and recommends goals, long- and short-term objectives, policies and priorities for economic growth programs in support of the County's economic development strategy, which recommendations are given significant weight by the final decision makers.
 2. Assists local businesses in the Enterprise Zone application process.
 3. Manages the Kendall County Property Tax Abatement Program and collaborates with municipalities on applications.
 4. Creates and recommends an economic development strategic plan for the County, which recommendations are given significant weight by the final decision makers.
 5. Coordinates and attends meetings with local economic development professionals from municipalities and other economic development organizations in the County.
 6. Reviews potential economic development projects proposed by state agencies for viability in the County, and serves as a liaison with the state agency regarding potential projects.
 7. Investigates and tracks available industrial and commercial real-estate.
 8. Serves as staff liaison to assigned economic development organizations and County Board Committees.
 9. Develops County Board policies, goals, priorities and long- and short-term economic development objectives.
 10. Assists interested businesses and industries in identifying potential sites, securing approvals, and identifying financing opportunities.
 11. Maintains a comprehensive and current understanding of policies, procedures, codes, and regulations, including all State, Federal and local laws and regulations, relating to economic development.
 12. Remains current on economic development information updates and other professional literature.
- C.** Travels to and attends meetings, conferences, workshops, and training sessions as approved and as assigned, both during and after business hours. Such travel includes travel both within and outside of County limits and may include travel outside the State of Illinois, as needed to perform assigned job duties.
- D.** Attends County Board and Committee meetings as requested, both during and after business hours.
- E.** Attends local government meetings as requested, both during and after business hours.
- F.** Prepares and revises correspondence, reports, presentations, and any other documentation, as needed, to perform assigned job duties.
- G.** Handles confidential matters daily relating to all functions of Planning, Building & Zoning Department, the County Board, and its committees, and maintains confidentiality of said information.
- H.** Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- I.** Complies with all applicable policies and procedures regarding or relating to assigned job duties.

Kendall County Job Description

- J. Maintains regular attendance and punctuality.
- K. Performs other duties, as assigned.

III. Supervisory Responsibilities.

This job has no supervisory responsibilities.

IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials and department heads in both one-on-one and group settings.
4. Requires good knowledge of the English language, spelling, and grammar.
5. Bilingual ability in Spanish is preferred.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to read and understand basic workplace data, such as simple forms, tables, graphs, schedules etc.

C. Reasoning Ability:

1. Ability to analyze situations to identify problems, identify sources of obstacles, and evaluate possible solutions.
2. Ability to deal with problems involving several concrete variables in standardized situations.
3. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License and reliable transportation.
2. Must possess the Certified Economic Developer (CEcD) certification or must successfully obtain this certification within first year of employment.
3. Economic Development Finance Professional (EDFP) certification is also preferred.
4. Any and all other certificates and registrations as required for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

1. Strong organization and multi-tasking skills.
2. Ability to carry out duties with minimal supervision.
3. Ability to research materials and develop reports from information gathered.
4. Ability to maintain confidentiality.
5. Comprehensive understanding of the economic development field and application of advanced principles, techniques and theory.

Kendall County Job Description

6. Excellent prioritization skills and the ability to meet deadlines.
7. The ability to display a positive, cooperative, professional, and team-orientated attitude even in stressful situations.
8. The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, elected officials, businesses, and other organizations.
9. The ability to follow guidance and work independently until project completion.
10. Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
11. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
12. Skills in operating a personal computer, facsimile machine, copier, and typewriter.
13. Ability to comply with all County policies and procedures and adhere to set standards.

F. Education and Experience:

1. A minimum of a Bachelor's degree from an accredited college or university is required. Preferred areas of study are Business Administration, Public Administration, Community Development/Planning, Economics/Economic Development, Real Estate, Public Relations, Marketing, Business Development, Real Estate, or related area of study.
2. At least three (3) years of previous work experience in business administration, public administration, community development/planning, economic development, real estate, public relations, marketing, business development, and/or real estate is required.
3. A Master's Degree in Business, Public Administration, or Marketing is preferred.

G. Physical Demands:

While performing the duties of this job, the employee must be able to:

1. Frequently sit for long periods of time at a desk, in meetings, and during travel to various locations to perform assigned job duties;
2. Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Historic Courthouse).
3. Regularly use computers and other electronic equipment to perform assigned job duties;
4. Occasionally lift and/or move up to 40 pounds;
5. Frequently lift and/or move up to 10 pounds;
6. Use hands to finger, handle or feel;
7. Reach, push, and pull with hands and arms;
8. Talk and hear in person and via use of telephone;
9. Specific vision abilities include close and distance vision, as well as depth perception;
10. Travel independently to other County office buildings and to other locations throughout the County, the State of Illinois, and outside the State of Illinois, as needed, to perform assigned job duties.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

1. Mostly inside environmental conditions, except when outside traveling between various buildings/locations throughout the County, the State of Illinois, and

Kendall County Job Description

- outside the State of Illinois, as needed to perform assigned job duties.
2. The noise level in the work environment is usually quiet to moderately quiet.
 3. Employee may be exposed to stressful situations while working with others to perform assigned job duties.
 4. Employee is required to provide their own transportation to travel to and from meetings, training, conferences, etc.
 5. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as needed.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

Kendall County Job Description

TITLE: Office Assistant
DEPARTMENT: Planning, Building and Zoning (PBZ)
SUPERVISED BY: Director
FULL TIME/PART TIME: Part Time
FLSA STATUS: Non-Exempt
UNION STATUS: Non-Union
APPROVED/REVISED: April 4, 2018 (revised – in process)

I. **Position Summary:**

Under the supervision of the PBZ Director, this position provides administrative and clerical support to the PBZ Department. This position also coordinates and conducts various administrative activities related to issuance of building permits and scheduling of inspections by the PBZ Department.

II. **Essential Duties and Responsibilities:**

The essential duties for this position include, but are not limited to the following:

- A.** Performs administrative assistant duties for the PBZ Department including, but not limited to the following:
1. Acts as a counter clerk or receptionist receiving individuals or directing them to the proper location.
 2. Answers and directs telephone calls received by the PBZ Department and takes telephone messages for Department staff.
 3. Receives, sorts, and distributes mail in the PBZ Department.
 4. Provides basic clerical and administrative support to PBZ Department staff.
 5. Prepares, revises, sends, and files correspondence.
 6. Performs data entry.
 7. Research different PBZ topics as assigned.
 8. Performs filing, faxing, and copying of documents.
 9. Taking and/or preparing agendas and minutes for PBZ related committees.
 10. Reviews draft letters, reports, and other PBZ related documents for grammatical errors and clarity.
 11. Assists with the processing of Freedom of Information Act (FOIA) related requests.
 12. Responsible for inventory and ordering of supplies for the PBZ Department.
 13. Provides PBZ information to the public.
- B.** Maintains inventory of codebooks, ordinances, maps and documents for sale in the Kendall County PBZ Department.
- C.** Coordinates and conducts various administrative activities related to issuance of building permits and scheduling of inspections, including but not limited to the following duties:
1. Provides information on codes and policy and explains forms and procedures.
 2. Receives permit application requests, reviews applications for accuracy and completeness and advises applicants on status of permit applications.
 3. Explains forms and procedures and reviews applications for accuracy and completeness.
 4. Collects application fees for PBZ related procedures.

Kendall County Job Description

5. Intakes permit applications, assigns permit numbers and schedules inspections requests.
 6. Prepares approved permits for issuance.
 7. Tracks PBZ related application review progress and advises applicants on status.
 8. Schedules inspection requests and tracks and records inspections with pass/fail.
 9. Assigns addresses to new construction and reports new addresses to other departments and agencies.
 10. Responds to inquiries by officials, staff, and the public and prepares summary reports on permits to the Kendall County Board, U.S. Census, and other essential personnel or departments.
 11. Responsible for preserving and maintaining records related to issuance of building permits and inspections.
- D.** Performs various bookkeeping and accounting functions for the PBZ Department including but not limited to the following:
1. Compiles accurate financial records including, but not limited to, receipt of funds, disbursements, operational costs, and budget balances.
 2. Ensures that accurate and prompt billings are established and payments received.
 3. Processes invoices and enters them into voucher system.
 4. Prepares monthly expenditure and budget reports for PBZ Committee.
- E.** Takes photos and files applicable reports about alleged violations.
- F.** Organizes workload to respond to all requests accurately and efficiently.
- G.** Travels to and attends PBZ related committee meetings, trainings, and other meetings, as assigned, both during and after regular business hours.
- H.** Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- I.** Handles confidential materials daily relating to all functions of the PBZ Department and maintains confidentiality of such information.
- J.** Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, vendors, and the public.
- K.** Complies with all applicable laws, regulations, and County policies and procedures regarding or relating to assigned job duties.
- L.** Maintains regular attendance and punctuality.
- M.** Performs other duties and responsibilities as assigned.

Kendall County Job Description

III.

Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, minutes, agendas, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials in both one-on-one and group settings.
4. Requires proficient knowledge of the English language, spelling and grammar.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to count money and make change.
4. Ability to prepare and analyze statistical data and reports.

C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several variables in standardized situations.
3. Ability to independently work to project completion and follow guidance.
4. Ability to listen, understand information and ideas, and to work effectively with County personnel, elected officials, vendors, and the public.

D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License.
2. Any and all other certificates and registrations as required by immediate supervisor for the specific duties performed.

E. Skills, Knowledge, and Abilities:

1. Strong organization and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. The ability to display a positive, cooperative, professional and team-oriented attitude, committed to working in a safe and quality environment.
4. The ability to communicate effectively both orally and in writing with staff and the general public.
5. The ability to listen, understand information and ideas and work effectively with departmental county personnel, local elected officials, and local economic development officials.
6. Must be proficient in the use of computers and in MS Word, Excel, Outlook, Project, Power Point, and email and internet systems.
7. Knowledge of office practices, principles of modern record keeping, setting up and maintaining filing systems.

Kendall County Job Description

8. Skills in operating a personal computer, facsimile machine, copier, and telephone system.
9. Basic understanding and reading of maps.

F. Education and Experience:

1. A minimum of a high school diploma, general education degree (GED), or equivalent is required.
2. A minimum of at least two (2) years of prior work experience in a service-oriented environment is required.

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- A. Frequently sit for long periods of time at desk or in meetings.
- B. Frequently work with computers and look at computer screen and other electronic devices.
- C. Occasionally lift and/or move up to 40 pounds.
- D. Frequently lift and/or move up to 10 pounds.
- E. Use hands to touch, handle, feel, grip, and type.
- F. Reach, push and pull with hands and arms.
- G. Bend over at the waist and reach with hands and arms.
- H. Climb stairs and ladders and balance.
- I. Stoop, kneel, crouch, and/or crawl.
- J. Talk and hear in person and via use of telephone.
- K. Specific vision abilities include close and distance vision, as well as depth perception.
- L. Travel independently to other County properties and other locations throughout Kendall County to perform assigned job duties.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County to perform assigned job duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- D. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
- E. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as needed.

Kendall County Job Description

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

DRAFT

Kendall County Job Description

TITLE: Code Official
DEPARTMENT: Planning, Building and Zoning (PBZ)
SUPERVISED BY: Director/Zoning Administrator
FULL TIME/PART TIME: Full Time
FLSA STATUS: Non-Exempt
UNION STATUS: Non-Union
APPROVED/REVISED: October 15, 2019 (revised – in process)

I. **Position Summary:**

Under the supervision of the Planning, Building, and Zoning (PBZ) Department Director/Zoning Administrator, this position manages, coordinates, and conducts building related activities related to the Kendall County Zoning Ordinance and other applicable local, state, and federal building and zoning regulations. Under general supervision, the Code Official performs work of moderate difficulty in reviewing building permit applications, plan review, and inspecting new and existing structures for compliance with all applicable codes and ordinances.

II. **Essential Duties and Responsibilities:**

- A. Explains, applies, and enforces the Kendall County Zoning Ordinance and all other applicable local, state and federal building and zoning codes, ordinances and regulations.
- B. Interprets and applies all provisions of the building, electrical, plumbing, and related codes and advises the Planning, Building, and Zoning Committee on building code matters.
- C. Enforces zoning, subdivision, flood plain, building, erosion control, storm water management, and related codes at county, state, and national levels.
- D. Performs plan reviews and inspections and issues permits accordingly.
- E. Researches and updates pending building code revisions.
- F. Coordinates with the Office Assistant to schedule inspections and manage the inspection calendar.
- G. Coordinates outside plan reviewers to schedule and perform inspections in their absence.
- H. Consults with and advises property owners, builders, architects, engineers, attorneys, surveyors, to ensure project compliance.
- I. Responds to technical inquiries regarding code and ordinance interpretation.
- J. Prepares and issues building and sign permits.
- K. Reviews permit applications, plans, drawings, and other documents for completeness, accuracy, and code compliance.
- L. Performs final inspection of construction projects at completion and issues certificates of occupancy.
- M. Conducts investigations of alleged violations such as non-permitted construction, excavation, trailers, dumping, fences, signs, junk vehicles, and weeds, permitted signs and mobile homes, campground and building inspections, etc.
- N. Prepares and issues ordinance violation citations, as authorized by applicable Kendall County ordinances, and provides testimony in legal proceedings regarding such violations.
- O. Sets inspection roster for part-time Code Official.
- P. Performs property record searches to determine accuracy of data such as location, ownership, district, and legal description.

Kendall County Job Description

- Q. Evaluates the building code compliance process and provides recommendations for improvements to County building and zoning related procedures, which recommendations are given particular weight by the final decision-maker.
- R. Prepares and maintains records regarding and relating to all job duties performed by the Code Official including, but not limited to, inspection logs, photographs of violations, reports of findings, records of permits, plan reviews, inspections, etc.
- S. Travels throughout Kendall County to perform assigned job duties.
- T. Operates Kendall County vehicles safely and arranges for maintenance and repairs of said vehicles.
- U. Complies with record retention and destruction procedures in compliance with Illinois Local Records Act and adheres to all work and safety policies.
- V. Maintains regular attendance and punctuality.
- W. Maintains positive and professional working relationships with Kendall County's employees, vendors, and the public.
- X. Attends conferences, seminars, training, meetings and prepares reports as needed.
- Y. Maintains regular communication with supervisor.
- Z. Performs other duties, as assigned.

III. **Supervisory Responsibilities:**

This job has no supervisory responsibility.

IV. **Qualifications:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, citations, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials in both one-on-one and group settings.
4. Requires proficient knowledge of the English language, spelling and grammar.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to count money and make change.
4. Ability to prepare and analyze statistical data and reports.

C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several variables in standardized situations.
3. Ability to independently work to project completion and follow guidance.

Kendall County Job Description

4. Ability to listen, understand information and ideas, and to work effectively with County personnel, elected officials, vendors, and the public.

D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License and good driving record is required.
2. Must have or obtain certification by ICC or a comparable organization as a qualified building official or inspector of residential and non-residential structures before the conclusion of the probationary period of employment.
3. Any and all other certificates and registrations as required for the specific duties performed.

E. Skills, Knowledge, and Abilities:

1. Strong organizational skills and attention to detail.
2. Knowledge of zoning and related regulations and of the provisions of the County Zoning Ordinance.
3. Knowledge of the principles and practices of construction, repair and land survey.
4. Knowledge of construction, development regulations, and building plans, trades and codes including BOCA, CABO, National Electric Code, and others.
5. Ability to comprehend complex code problems, to identify alternative solutions and prepare appropriate recommendations.
6. Knowledge of building and property maintenance codes and ordinances.
7. Ability to analyze and interpret plans and determine whether plans conform to the provisions of applicable codes and ordinances.
8. Basic knowledge of the County geography.
9. Knowledge of applicable federal, state and local laws, rules, regulations, codes and/or statutes.
10. Ability to investigate code violation complaints.
11. Ability to work with confidential information.
12. Ability to establish and maintain effective working relationships with Department staff, other Departments, Elected Officials and others such as contractors and the general public.
13. Ability to use MS Word Excel, Outlook, PowerPoint, and Teams.
14. Ability to manage projects and multiple priorities simultaneously.

F. Education and Experience:

1. A minimum of a high school diploma, general education degree (GED), or equivalent is required.
2. A minimum of at least four (4) years in construction and building experience is required.
3. A minimum of at least two (2) years building/code inspector experience is preferred

V. Physical Demands:

While performing the duties of this job, the employee must be able to:

1. Frequently sit for hours in meetings, office and/or in a vehicle;

Kendall County Job Description

2. Occasionally lift and/or move up to 40 pounds;
3. Frequently lift and/or move up to 10 pounds;
4. Stand and walk on uneven ground and at development sites;
5. Use hands to grip, handle, push, and feel;
6. Reach, push and pull with one and/or both hands and arms;
7. Bend over at the waist and reach with one and/or both hands and arms;
8. Climb and balance at development sites;
9. Able to climb and work from ladders, scaffolding, and personal lifts;
10. Stoop, kneel, crouch, and/or crawl;
11. Talk and hear in person and via use of telephone;
12. Must be able to safely and proficiently use Kendall County vehicles and all other equipment needed to person assigned job duties
13. Specific vision abilities include close and distance vision, depth perception; and
14. Travel independently to development sites, public hearings and other meetings and other locations both within and outside Kendall County, Illinois.

VI. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

1. Inside and outside environmental conditions, which includes during extreme weather.
2. Will be exposed to driving and onsite construction conditions.
3. May be exposed to dust, fumes, odors, mold, smoke, gases, and chemicals.
4. The noise level in the work environment varies from quiet to noisy.
5. The employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.
6. Employee may be exposed to stressful situations while working with elected officials, consultants, attorneys, applicants, and the general public.
7. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

Kendall County Job Description

TITLE: Code Official
DEPARTMENT: Planning, Building and Zoning (PBZ)
SUPERVISED BY: Director
FULL TIME/PART TIME: Part Time
FLSA STATUS: Non-Exempt
UNION STATUS: Non-Union
APPROVED/REVISED: October 15, 2019 (revised – in process)

I. **Position Summary:**

Under the supervision of the PBZ Director, this position manages, coordinates, and conducts building related activities related to the Kendall County Zoning Ordinance and other applicable local, state, and federal building and zoning regulations. Under general supervision, the Code Official performs work of moderate difficulty in reviewing building permit applications, plan review, and inspecting new and existing structures for compliance with all applicable codes and ordinances.

II. **Essential Duties and Responsibilities:**

- A.** Explains, applies, and enforces the Kendall County Zoning Ordinance and all other applicable local, state and federal building and zoning codes, ordinances and regulations.
- B.** Interprets and applies all provisions of the building, electrical, plumbing, and related codes and advises the Planning, Building, and Zoning Committee on building code matters.
- C.** Enforces zoning, subdivision, flood plain, building, erosion control, storm water management, and related codes at county, state, and national levels.
- D.** Performs plan reviews and inspections and issues permits accordingly.
- E.** Researches and updates pending building code revisions.
- F.** Coordinates with the Office Assistant to schedule inspections and manage the inspection calendar.
- G.** Coordinates outside plan reviewers to schedule and perform inspections in their absence.
- H.** Consults with and advises property owners, builders, architects, engineers, attorneys, surveyors, to ensure project compliance.
- I.** Responds to technical inquiries regarding code and ordinance interpretation.
- J.** Prepares and issues building and sign permits.
- K.** Reviews permit applications, plans, drawings, and other documents for completeness, accuracy, and code compliance.
- L.** Performs final inspection of construction projects at completion and issues certificates of occupancy.
- M.** Conducts investigations of alleged violations such as non-permitted construction, excavation, trailers, dumping, fences, signs, junk vehicles, and weeds, permitted signs and mobile homes, campground and building inspections, etc.
- N.** Prepares and issues ordinance violation citations, as authorized by applicable Kendall County ordinances, and provides testimony in legal proceedings regarding such violations.
- O.** Performs property record searches to determine accuracy of data such as location, ownership, district, and legal description.
- P.** Evaluates the building code compliance process and provides recommendations for improvements to County building and zoning related procedures, which

Kendall County Job Description

- recommendations are given particular weight by the final decision-maker.
- Q.** Prepares and maintains records regarding and relating to all job duties performed by the Code Official including, but not limited to, inspection logs, photographs of violations, reports of findings, records of permits, plan reviews, inspections, etc.
 - R.** Travels throughout Kendall County to perform assigned job duties.
 - S.** Operates Kendall County vehicles safely and arranges for maintenance and repairs of said vehicles.
 - T.** Complies with record retention and destruction procedures in compliance with Illinois Local Records Act and adheres to all work and safety policies.
 - U.** Maintains regular attendance and punctuality.
 - V.** Maintains positive and professional working relationships with Kendall County's employees, vendors, and the public.
 - W.** Attends conferences, seminars, training, meetings and prepares reports as needed.
 - X.** Maintains regular communication with supervisor.
 - Y.** Performs other duties, as assigned.

III. Supervisory Responsibilities:

This job has no supervisory responsibility.

IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, citations, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials in both one-on-one and group settings.
4. Requires proficient knowledge of the English language, spelling and grammar.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to count money and make change.
4. Ability to prepare and analyze statistical data and reports.

C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several variables in standardized situations.
3. Ability to independently work to project completion and follow guidance.
4. Ability to listen, understand information and ideas, and to work effectively with County personnel, elected officials, vendors, and the public.

Kendall County Job Description

D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License and good driving record is required.
2. Must have or obtain certification by ICC or a comparable organization as a qualified building official or inspector of residential and non-residential structures before the conclusion of the probationary period of employment.
3. Any and all other certificates and registrations as required for the specific duties performed.

E. Skills, Knowledge, and Abilities:

1. Strong organizational skills and attention to detail.
2. Knowledge of zoning and related regulations and of the provisions of the County Zoning Ordinance.
3. Knowledge of the principles and practices of construction, repair and land survey.
4. Knowledge of construction, development regulations, and building plans, trades and codes including BOCA, CABO, National Electric Code, and others.
5. Ability to comprehend complex code problems, to identify alternative solutions and prepare appropriate recommendations.
6. Knowledge of building and property maintenance codes and ordinances.
7. Ability to analyze and interpret plans and determine whether plans conform to the provisions of applicable codes and ordinances.
8. Basic knowledge of the County geography.
9. Knowledge of applicable federal, state and local laws, rules, regulations, codes and/or statues.
10. Ability to investigate code violation complaints.
11. Ability to work with confidential information.
12. Ability to establish and maintain effective working relationships with Department staff, other Departments, Elected Officials and others such as contractors and the general public.
13. Ability to use MS Word Excel, Outlook, PowerPoint, and Teams.
14. Ability to manage projects and multiple priorities simultaneously.

F. Education and Experience:

1. A minimum of a high school diploma, general education degree (GED), or equivalent is required.
2. A minimum of at least four (4) years in construction and building experience is required.
3. A minimum of at least two (2) years building/code inspector experience is preferred

V. Physical Demands:

While performing the duties of this job, the employee must be able to:

1. Frequently sit for hours in meetings, office and/or in a vehicle;
2. Occasionally lift and/or move up to 40 pounds;
3. Frequently lift and/or move up to 10 pounds;

Kendall County Job Description

4. Stand and walk on uneven ground and at development sites;
5. Use hands to grip, handle, push, and feel;
6. Reach, push and pull with one and/or both hands and arms;
7. Bend over at the waist and reach with one and/or both hands and arms;
8. Climb and balance at development sites;
9. Able to climb and work from ladders, scaffolding, and personal lifts;
10. Stoop, kneel, crouch, and/or crawl;
11. Talk and hear in person and via use of telephone;
12. Must be able to safely and proficiently use Kendall County vehicles and all other equipment needed to person assigned job duties
13. Specific vision abilities include close and distance vision, depth perception; and
14. Travel independently to development sites, public hearings and other meetings and other locations both within and outside Kendall County, Illinois.

VI. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

1. Inside and outside environmental conditions, which includes during extreme weather.
2. Will be exposed to driving and onsite construction conditions.
3. May be exposed to dust, fumes, odors, mold, smoke, gases, and chemicals.
4. The noise level in the work environment varies from quiet to noisy.
5. The employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.
6. Employee may be exposed to stressful situations while working with elected officials, consultants, attorneys, applicants, and the general public.
7. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

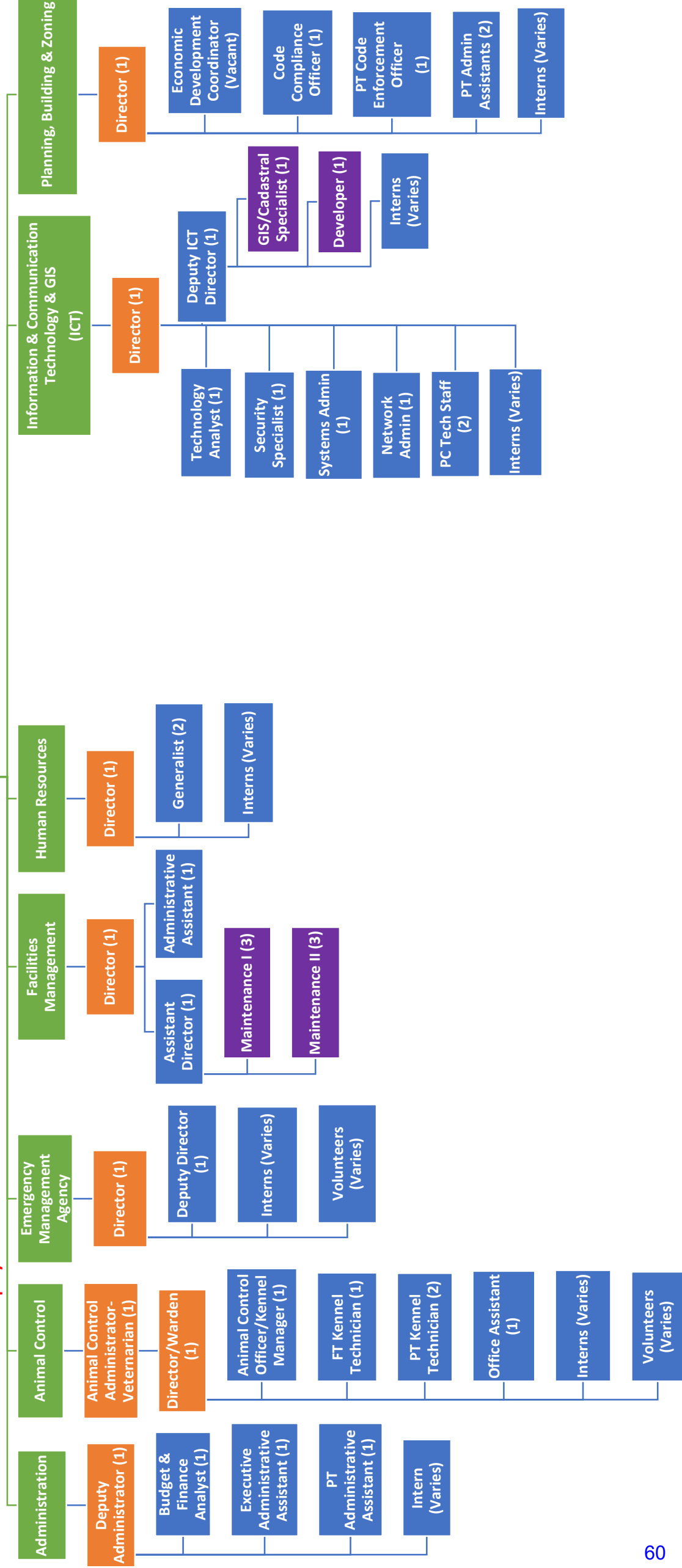
cc: personnel file, employee

APPROVED HEADCOUNT

Administration: 4 Facilities: 9
 Animal Control: 7 Human Resources: 3
 County Board: 10 Info & Comm. Tech: 10
 County Administrator: 1 PBZ: 6
 EMA: 2

Kendall County, Illinois Organizational Chart

TOTAL: 52 employees



AMENDMENT NO. 1 TO SERVICES AGREEMENT

This Amendment No. 1 (“*Amendment*”) to the Services Agreement between Mesirow Insurance Services, Inc. (“*MIS*”) and Kendall County (“*Client*”), with an Effective Date of October 2, 2018 (the “*Agreement*”), shall become effective on October 1, 2023 (the “*Amendment Effective Date*”). Alliant and Client may be referred to hereinafter individually as a “*Party*” and collectively as the “*Parties*.”

WITNESSETH

WHEREAS, the Parties entered into the Agreement so that MIS could provide certain insurance brokerage and related consulting services described therein to Client;

WHEREAS, the Agreement’s Initial Term of three (3) years expired on September 30, 2021 and Client subsequently exercised both Renewal Terms under the Agreement (October 1, 2021 to September 30, 2022; and October 1, 2022 to September 30, 2023) and the Contract Term is presently set to terminate on September 30, 2023;

WHEREAS, notwithstanding the foregoing, Client wishes to extend the Contract Term of the Agreement to include an additional one (1) year Renewal Term commencing on October 1, 2023 and terminating on September 30, 2024;

NOW THEREFORE, in consideration of the mutual promises and covenants occasioned by the terms of this Amendment, the Parties agree, to modify the Agreement as described herein:

1. **Definitions.** Unless otherwise defined herein, capitalized terms used herein shall have the meaning as ascribed to such terms in the Agreement.
2. **Extension/Amendments To Agreement.**
 - a. Section III(a) of the Agreement is hereby amended to provide Client with a discretionary third one (1) year Renewal Term from October 1, 2023 to September 30, 2024.
 - b. Client is hereby exercising its discretion to extend the Agreement for the additionally granted one (1) year Renewal Term, commencing on October 1, 2023, and terminating on September 30, 2024 (the “*Third Renewal Term*”);
 - c. MIS will receive the following annual fee as compensation for the Services it renders during the Third Renewal Term: Forty-Nine Thousand Dollars (\$49,000.00).
4. **Recitals; No Other Amendments; Conflict of Terms.** Recitals are incorporated by reference as substantive provisions. Except as expressly modified herein, all other terms and provisions set forth in the Agreement shall remain in full force and effect and shall not otherwise be affected by this Amendment. This Amendment may be executed in any number of counterparts and by different parties hereto in separate counterparts, each of which when so executed and delivered (whether manually or electronically) shall be deemed to be an original and all of which taken together shall constitute but one and same instrument.

IN WITNESS WHEREOF, the Parties authorized representatives have executed this Amendment to be effective as of the Amendment Effective Date stated above.

MESIROW INSURANCE SERVICES, INC.	KENDALL COUNTY
By: _____	By: _____
Print: _____	Print: _____
Its: _____	Its: _____



Kendall County Government
Human Resources Department
111 W. Fox Street
Yorkville, IL 60560
P (630) 381-9149
HRDepartment@kendallcountyil.gov

EXIT INTERVIEW QUESTIONNAIRE

Thank you for your service to Kendall County and its residents! We would appreciate you taking about 15 minutes to answer the below Exit Interview Questionnaire as honestly as possible. We believe your feedback is of vital importance and will assist us in analyzing our employee retention, turnover, and areas for future improvement and growth. Thank you for your cooperation!

EXIT INTERVIEW DATE & TIME: Your exit interview with the Kendall County Human Resources Department is scheduled for **TBD**. The interview will take place in the Kendall County Human Resources Department.

Please bring your completed Exit Interview Questionnaire with you to your exit interview.

Background Information:
NAME:
JOB TITLE:
DEPARTMENT:
IMMEDIATE SUPERVISOR:
HIRE DATE:
LAST DAY OF EMPLOYMENT:

1. What prompted you to leave your employment at Kendall County?	
<input type="checkbox"/> Compensation	<input type="checkbox"/> Better employee benefits
<input type="checkbox"/> Quality of supervision	<input type="checkbox"/> Family circumstances
<input type="checkbox"/> Commute	<input type="checkbox"/> Work schedule
<input type="checkbox"/> Workplace culture	<input type="checkbox"/> Lack of recognition
<input type="checkbox"/> Career advancement opportunity	<input type="checkbox"/> Other:

2. Please rate the following aspects of the organization overall:						
		Excellent	Good	Fair	Poor	N/A
	New employee orientation (HR)					
	New employee department training					
	Employee morale					
	Fair treatment of employees					
	Recognition for a job well done					
	Communication with management					
	Access to resources					
	Benefit options					
	Compensation					
Comments:						

3. Please rate your immediate supervisor on each of the following:						
		Excellent	Good	Fair	Poor	N/A
	Provided feedback					
	Recognized a job well done					
	Clearly communicated expectations					
	Provided leadership					
	Resolved concerns promptly					
	Listened to feedback					
	Kept employees informed					
Comments:						

4. Please rate your compensation and employee benefits received at Kendall County:						
		Excellent	Good	Fair	Poor	N/A
	Base salary					
	Medical plan					
	Dental plan					
	Vision plan					
	Life Insurance & disability benefits					
	Paid time off					
	Retirement savings					
Comments:						

5. Please rate each of the following in relation to your position with Kendall County:						
		Excellent	Good	Fair	Poor	N/A
	Cooperation within your department					
	Cooperation with other departments/offices					
	Morale in your department					
	Job satisfaction					
	Training you received					
	Growth potential					
	Your individual workload					
	The performance review process					
Comments:						

Do you feel you were treated differently than other employees? Yes No
If "yes", please explain how:

Would you recommend Kendall County to a friend as a place to work? Yes No
If "no", please explain why not:

Please provide any additional feedback you believe may be valuable to Kendall County's future success:

Please sign and date this form below authorizing the placement of this Exit Interview form within your personnel file.

Thank you for your feedback!

Employee Signature

Date

For Administrative Use Only (to be completed by the Human Resources Department):

Exit Interview Questionnaire Received by: _____

Date Received: _____

Exit Interview Completed by: _____

Date Completed: _____

Notes:

COUNTY OF KENDALL, ILLINOIS
Resolution 23-_____
RESOLUTION HONORING ASIAN AMERICAN AND
PACIFIC ISLANDER HERITAGE MONTH

WHEREAS, Asian American and Pacific Islander (AAPI) Heritage Month originated from House Joint Resolution 540, in 1977, which proclaimed the first 10 days of May as Asian Pacific Heritage Week, a celebration of Asians and Pacific Islanders in the United States; and

WHEREAS, in 1992, Congress passed Public Law 101-283, which altered the week to extend to a full month; and

WHEREAS, May was chosen as the month to commemorate AAPI Heritage Month because the first known Japanese immigrant moved to the United States on May 7, 1843. Also, this was a commemoration of the completion of the U.S. Railroad on May 10, 1869, which was thanks in large part to the help of the Chinese immigrants.

WHEREAS, the AAPI umbrella term includes cultures from the entire Asian continent – including, but not limited to East, Southeast and South Asia – and the Pacific Islands of Melanesia, Micronesia, and Polynesia; and

WHEREAS, AAPI Heritage Month is a month for Kendall County to celebrate and pay tribute to the many contributions of Asian and Pacific Islander Americans to American history, society, and culture.

NOW, THEREFORE, BE IT RESOLVED, the Kendall County Board does hereby proclaim May 2023 as Asian American and Pacific Islander Heritage Month in Kendall County, Illinois and encourages all Kendall County residents to commemorate this important occasion in recognition of the numerous contributions made by the Asian American and Pacific Islander communities locally, nationally, and globally.

Approved this 2nd day of May, 2023.

Attest:

Matthew Kellogg, County Board Chairman

Debbie Gillette, County Clerk and Recorder



COUNTY OF KENDALL, ILLINOIS

Resolution 23-_____

RESOLUTION HONORING MILITARY APPRECIATION MONTH

WHEREAS, the Kendall County Board and the Kendall County community have a deep appreciation for our Nation’s military personnel and veterans; and

WHEREAS, many citizens of Kendall County, Illinois have honored our Nation by serving valiantly in the United States Armed Forces and their reserve components; and

WHEREAS, in 1999, the United States Congress first designated the month of May as National Military Appreciation Month because many military related observances such as Memorial Day and Loyalty Day are celebrated and observed during the month of May; and

WHEREAS, National Military Appreciation Month is an opportunity for all of us to thank everyone who currently serves or has served in the military for the sacrifices and hardships they have borne on behalf of a grateful nation. Without these patriotic individuals who have served our country over the years, the freedoms, liberties, and way of life we as Americans hold so dear would be impossible to maintain.

NOW, THEREFORE, BE IT RESOLVED, the Kendall County Board does hereby recognize May as Military Appreciation Month in recognition of the sacrifices of our veterans and active-duty military, their widows, dependents and families; and

BE IT FURTHER RESOLVED, the Kendall County Board encourages all citizens to join us in showing their gratitude by the appropriate display of flags and ribbons during the month of May and to wear red on Fridays throughout the month of May to Remember Everyone Deployed (R.E.D.).

Approved this 16th day of May, 2023.

Attest:

Matthew Kellogg, County Board Chairman

Debbie Gillette, County Clerk and Recorder



COUNTY OF KENDALL, ILLINOIS
Resolution 23-_____

RESOLUTION REGARDING AUTHORIZED DRIVERS PROCEDURES

WHEREAS, the County of Kendall, Illinois (“County”) maintains auto insurance coverage for all County owned vehicles; and

WHEREAS, County employees and elected officials shall not drive County owned unless and until they have been included on the County’s list of authorized drivers provided to the County’s auto insurance provider (hereinafter referred to as the “authorized drivers list”); and

WHEREAS, the County’s Human Resources Department provides risk management and compliance services for the County, which includes maintaining and updating the County’s authorized drivers list with insurance; and

WHEREAS, the County is establishing the below procedure to ensure that all requests to add and remove individuals from the County’s authorized drivers list are timely and accurately documented for insurance purposes; and

NOW, THEREFORE, the Kendall County Board establishes the following Authorized Drivers Procedures effective immediately:

1. The below procedures apply to all Kendall County departments and all elected offices who utilize Kendall County’s auto insurance for their vehicles.
2. No individual shall be authorized to drive a County insured vehicle unless and until they have been approved and added to the County’s authorized drivers list.
3. **Request to Add/Remove Authorized Driver (RAD) Form:** To request an individual be added and/or removed from the County’s authorized drivers list, the department head and/or elected official, or their designee, must complete a RAD Form (attached hereto as **Exhibit 1**).
 - a. **RAD Form Requesting to Add a Driver:** All RAD Forms requesting an individual be added to the County’s authorized drivers list must be provided to the County’s Human Resources Department **at least three (3) business days before the individual will begin driving a County insured vehicle.**
 - b. **RAD Form Requesting to Remove a Driver:** All RAD Forms requesting the removal of a driver from the County’s authorized drivers list must be provided to the County’s Human Resources Department **within three (3) business days after the individual’s last day of employment.**

4. If the received RAD Form is incomplete, the County's Human Resources Department will return the incomplete form to the department head and/or elected official, or their designee, for correction.
5. The Human Resources Department shall be responsible for notifying the elected official and/or department head, or their designee, if their request to add and/or remove a driver to or from the County's authorized drivers list has been approved/completed.

Approved this 16th day of May, 2023.

Attest:

Matthew Kellogg, County Board Chairman

Debbie Gillette, County Clerk and Recorder



CRIMINAL BACKGROUND CHECK &/OR MOTOR VEHICLE RECORD AUTHORIZATION FOR EMPLOYMENT OR VOLUNTEERING

PLEASE PRINT LEGIBLY

I, _____ authorize the County of Kendall, Illinois and the Kendall County Human Resources Department ("Kendall County") to complete a Background Check through the Illinois State Police Criminal History Information Response Process, **and/or** a Motor Vehicle Record Investigation on me through Alliant Mesirow Insurance Company (MVR **NOT** required for Volunteers) and/or employees where driving a Kendall County vehicle is not an essential function of their position.)

I hereby authorize any person or agency to release any and all information necessary for Kendall County to complete the above-referenced investigation. I certify that I will not hold Kendall County, its respective past, present, and future Board Members, Elected Officials, Department Heads, Judges, Deputies, Employees, Agents, and Assignees liable in any way in connection with this investigation.

I understand and agree that, to the extent permitted by applicable state and federal laws, falsification of any information provided by me or the results of the Criminal Background Check and Motor Vehicle Record Investigation may be immediate grounds to deny my employment or volunteer application, or may result in my immediate dismissal as an employee or volunteer with Kendall County.

EMPLOYEE/VOLUNTEER FIRST NAME (Please print)	EMPLOYEE/VOLUNTEER LAST NAME
EMPLOYEE/VOLUNTEER SIGNATURE	DATE
COUNTY DEPARTMENT OR ELECTED OFFICE	AUTHORIZATION FOR EMPLOYMENT OR VOLUNTEER?

PERSONAL DATA

FIRST NAME	MIDDLE	LAST NAME
EMAIL:	DATE OF BIRTH	
HOME ADDRESS		
CITY, STATE, ZIP	PRIMARY PHONE NUMBER	
DRIVER'S LICENSE NUMBER	STATE OF ISSUE	
ADDRESS ON DRIVER'S LICENSE	CITY, STATE, ZIP	
EMERGENCY CONTACT NAME	EMERGENCY CONTACT PHONE NUMBER	

Date Form Received in Human Resources Department ____/____/____

Initials _____

____ Date Sent to Alliant Mesirow ____/____/____

Date Report sent to Department Head ____/____/____