

**KENDALL COUNTY BOARD AGENDA
SPECIAL MEETING**

**Kendall County Office Building, 111 W Fox St, Rooms 209 & 210, Yorkville IL 60560
September 14, 2023, at 4:00 p.m.**

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Agenda
5. Public Comment
6. Old Business
7. New Business
 - A. Approval of Employment Agreement between County of Kendall, Illinois and Christina C. Burns effective October 9, 2023 through November 30, 2027 for County Administrator services, with an initial starting base salary not to exceed \$175,000.00 per fiscal year, less applicable payroll withholdings, and subsequent pay increases pursuant to terms of the Employment Agreement.
8. Standing Committee Reports
9. Special Committee Reports
10. Other Business
11. Chairman's Report

APPOINTMENT(S)

Gary Popp- Tax Board of Review- 2 year term- September 2025

David Zielke – Tax Board of Review – 2 year term – September 2025

Ted Schneller (Alternate) - Tax Board of Review – 2 year term – September 2025

John Orin (Alternate) - Tax Board of Review – 2 year term – September 2025

12. Public Comment
13. Questions from the Press
14. Executive Session
15. Adjournment

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

EMPLOYMENT AGREEMENT

This EMPLOYMENT AGREEMENT (hereinafter called "Agreement"), is made and entered into this ___ day of September, 2023, by and between the County of Kendall, Illinois, a unit of local government (hereinafter called the "Employer") and Christina C. Burns (hereinafter called the "Employee"), both parties understand and agree as follows:

WHEREAS, it is the desire of the Employer to employ the services of the Employee as County Administrator on an "at will" basis, and Employee desires to commence employment as the County Administrator on an "at will" basis;

WHEREAS, it is the desire of the Employer and the Employee to enter into this Agreement effective October 9, 2023 through November 30, 2027 to establish certain terms and conditions of continued employment and to set the continued working conditions of said Employee;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree, as follows:

- I. **Recitals:** The above recitals are hereby incorporated as if fully set forth herein.
- II. **Description of Employment**
 - A. During the term of this Agreement, Employer hereby agrees to employ Employee, and Employee agrees to provide to Employer the services required as County Administrator for Employer.
 - B. As County Administrator, Employee shall perform all those functions and duties as set forth in the County Administrator's job description, which is attached hereto as Exhibit 1 and incorporated herein by reference. The Employer and Employee understand and agree that the job description attached as Exhibit 1 may be amended at any time during the term of this Agreement by a majority vote of the Kendall County Board members present for a vote. Upon approval of the amended job description by a majority vote of the Kendall County Board, the amended job description shall automatically replace Exhibit 1 and be incorporated into this Agreement without any further action required by the parties to this Agreement.
 - C. Employee acknowledges that Employee's employment as County Administrator is not limited to scheduled or regular hours and that Employee is an "exempt employee" for purposes of the Fair Labor Standards Act and Illinois Minimum Wage Law.

- D. Employee or Employee's designated staff employed by the Employer will, in addition to the day-to-day activities, attend Kendall County Board meetings and committee meetings as scheduled and requested by the Kendall County Board. Employee will also be responsible for overseeing the production of information and reports requested by the Kendall County Board.
- E. Employee shall represent and promote Kendall County to the best of Employee's ability, energy, and skill and shall address all of the responsibilities associated with County Administrator with due diligence. Furthermore, as County Administrator, Employee shall abide by all state and federal laws, County ordinances, and the Employer's policies and procedures, as may be in effect from time to time.
- F. Employer has provided to Employee, and Employee acknowledges receipt of, the Kendall County Employee Handbook. The terms and conditions of the Employee Handbook are hereby incorporated by this reference as though fully stated herein, except that to the extent that any terms and conditions in the Employee Handbook conflict with this Agreement, the term or condition stated in this Agreement shall control. Employee agrees to comply with all policies and procedures set forth in the Employee Handbook.
- G. Employer and Employee agree to the terms and conditions stated in the Employee Handbook, as may be amended, supplemented or modified from time to time in the sole discretion of the Employer by a majority vote of the Kendall County Board members present for said vote.

III. Employment At Will

- A. Employee will be an "at-will" employee. As an "at-will" employee, Employee understands and agrees that Employee's employment as County Administrator shall be subject to termination at any time, with or without cause. This Agreement is intended only as a written statement of the economic relationship of the parties, and not a guaranty of continued employment.

IV. Confidentiality

- A. Employee shall be exposed to confidential information while performing the duties as County Administrator. For purposes of this Agreement, "confidential information" shall be defined as personal information Employee has obtained during Employee's employment regarding and/or relating to individuals' vital records, military records and/or property records; personnel information; medical and/or benefits information; and individuals' addresses, telephone numbers, driver's license numbers, dates of birth, and social security numbers.

- B. By signing this Agreement, Employee agrees that Employee shall not, at any time during and after Employee's employment, disclose any confidential information except as required to perform Employee's assigned duties for the Employer or as required pursuant to applicable state and/or federal law or court order. In the event Employee is not certain whether Employee may disclose confidential information, Employee agrees to obtain approval from the Kendall County Board Chair and/or Kendall County Board Vice Chair before Employee discloses the confidential information, to the extent permitted by law. Upon Employee's separation of employment, Employee understands that Employee shall return all confidential information and all of Employer's property in Employee's possession that Employee obtained during Employee's employment with the Employer. Employee understands and agrees that any negligent or willful breach of confidentiality will be grounds for immediate discipline up to and including Employee's immediate termination of employment for cause.

- C. The parties understand and agree that nothing in this Agreement shall prohibit, prevent or otherwise restrict the Employee's right (1) to report any good faith allegation of unlawful employment practices and/or alleged criminal conduct to the appropriate federal, state or local government agencies; (2) to participate in a proceeding with any appropriate federal, state, or local government agency enforcing discrimination laws; (3) to make any truthful statements or disclosures required by law, regulation or legal process; and (4) to request or receive confidential legal advice.

V. Performance Evaluations

- A. The Chair of the Kendall County Board, with input from the Kendall County Board, shall review and evaluate the performance of the Employee in writing at least once annually. The performance evaluation shall consist of a process, form, criteria, and format that is consistent with the Employer's performance evaluation procedures utilized for other County employees.

VI. Salary & Benefits

- A. **Base Salary.** The Employer agrees to pay the Employee for full-time services rendered as the County Administrator of Kendall County an annual base salary (based upon the Employer's fiscal year of December 1 through November 30th of the next subsequent year), less all applicable payroll withholdings. The Employer shall pay the annual base salary to Employee in installments pursuant to the Employer's regular payroll schedule for other County employees. The Employee's annual base salary amount will be as follows during the term of this Agreement:
 - 1. Commencing on October 9, 2023, Employee's annual base salary amount shall be One Hundred Seventy-Five Thousand Dollars and Zero Cents

(\$175,000.00) per fiscal year, less all applicable payroll withholdings. The Employee's annual base salary amount for the Employer's fiscal year 2022-2023 will be prorated based upon the Employee's first day of employment commencing on October 9, 2023.

2. Commencing on December 1, 2024, Employee's annual base salary amount shall be One Hundred Seventy-Eight Thousand Five Hundred Dollars and Zero Cents (\$178,500.00) per fiscal year, less all applicable payroll withholdings.
3. Commencing on December 1, 2025, Employee's annual base salary amount shall be One Hundred Eighty-Five Thousand Six Hundred Forty Dollars and Zero Cents (\$185,640.00) per fiscal year, less all applicable payroll withholdings.
4. Commencing on December 1, 2026, Employee's annual base salary amount shall be One Hundred Ninety-Four Thousand Twenty Two Dollars and Zero Cents (\$194,922.00) per fiscal year, less all applicable payroll withholdings.

B. Paid Time Off. The Employee's accrual and use of vacation, personal/sick leave, and holidays will be the same as it is for the Employer's other non-union full-time employees, as stated in the Kendall County Employee Handbook, which may be amended from time to time by a majority vote of the Kendall County Board members present for said vote, with the following modification:

1. In lieu of the vacation accrual rate set forth in Section 8.2 of the Kendall County Employee Handbook, Employer and Employee agree that, effective October 9, 2023, Employee will be eligible to earn a total of twenty (20) paid vacation days per fiscal year during the term of this Agreement, subject to all other terms and conditions of the Employer's Vacation Policy, as set forth in Section 8.2 of the Kendall County Employee Handbook.

Employee shall keep an accurate record of days worked, vacation days, personal days, and sick days. Employee shall make this record available to the Kendall County Board upon request.

C. Professional Memberships. The Employer recognizes the value of the Employee's participation and leadership in related professional associations. The Employer will pay dues and reimburse reasonable expenses for participation in such associations as approved and budgeted by a majority vote of the Kendall County Board members present for said vote.

- D. **Insurance Benefits.** The Employer shall provide the same health, dental and vision insurance coverage options for the Employee and Employee's eligible dependents (if any) as the Employer does for other full-time County non-union employees. The premium allocation amounts to be paid by the Employer and the Employee will be the same premium allocation amounts that are applied for the Employer's other full-time County non-union employees.
- E. **Pension.** As a full-time employee of the Employer, the Employee may be eligible to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF provides retirement, disability, and death benefits in accordance with the Illinois Pension Code. Employee's contribution rate will be in accordance with IMRF's requirements for plan participants.
- F. **Bonding.** The Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any applicable federal or state law or local ordinance.
- G. The salary and benefits set forth in this Agreement are contingent upon the existence of an actual employment relationship between the parties as herein defined. It is further understood that in the event the Employee resigns or the employment relationship is otherwise terminated, the Employee, the Employee's estate and heirs waive any claim for any additional salary and benefits except for (a) such salary installments that have accrued but are yet unpaid; (b) severance pay that is due pursuant to the terms and conditions set forth in this Agreement; (c) such paid time off benefits that have accrued and that must be paid pursuant to applicable state and federal wage laws; and/or (d) any additional discretionary amount determined to be due and owing to Employee, as determined by a majority vote of the Kendall County Board members present for said vote.

VII. **Term and Termination of Employment**

- A. The Agreement shall commence effective October 9, 2023 and shall remain in full force and effect until the close of business on November 30, 2027, provided, however, this Agreement may terminate at any time during the term of this Agreement upon the occurrence of any of the following:
 - 1. **By Employee.** Employee may terminate Employee's employment with the Employer at any time during the term of this Agreement by providing Employer with at least thirty (30) calendar days written notice prior to the date of termination. If Employee terminates the employment relationship during the term of this Agreement, Employee shall be paid the following on or before the next regularly scheduled payroll date after Employee's last day of work:

- i. The base salary earned by Employee, up to and including Employee's last day of work for Employer; and
- ii. Any other accrued benefits earned by the Employee, up to and including Employee's last day of work for Employer, which Employer is required to pay out upon separation of employment pursuant to the Employer's policies and/or applicable state and federal law.

If Employee terminates the employment relationship, Employee shall *not* be eligible for and shall *not* receive any severance pay and/or any other compensation after Employee's termination of employment.

Also, in the event Employee voluntarily terminates Employee's employment with the Employer before November 30, 2027 without providing at least thirty (30) calendar days advance written notice to the Employer for any reason other than in the event of the Employee's death or physical disability, Employee shall pay to Employer an amount equal to the monetary equivalent of the total accrued vacation time paid to Employee upon Employee's separation of employment.

2. **By Employer.** Employee is an "employee at will". Therefore, Employer may dismiss Employee with or without cause at any time during the term of this Agreement, provided, however, the dismissal decision must be approved by a majority vote of the Kendall County Board members.

- a. **Dismissal For Any Reason Other Than "For Cause"**. If Employer dismisses Employee for any reason other than "for cause" during the term of this Agreement, Employee shall be paid the following in one (1) month after the effective date of termination:
 - i. The base salary earned by Employee, up to and including Employee's last day of work for Employer;
 - ii. Any other accrued benefits earned by the Employee, up to and including Employee's last day of work for Employer, which Employer is required to pay out upon separation of employment pursuant to the Employer's policies and/or applicable state and federal law; and
 - iii. A one-time severance payment, less all applicable payroll withholdings, pursuant to the following terms and conditions:

- A. If the dismissal for any reason other than “for cause” occurs, Employee shall receive a one-time severance payment in an amount equal to twenty (20) weeks of Employee’s then current base salary, less all applicable payroll withholdings.
 - B. The Employee understands and agrees that any severance payment issued by the Employer to the Employee at any time during the term of this Agreement shall not be an IMRF pensionable payment and, therefore, to the extent permitted by law, the Employer shall have no obligation to make an Employer contribution toward Employee’s IMRF pension for this one-time severance payment.
- b. **Dismissal For “Cause”.** If Employer dismisses Employee “for cause” during the term of this Agreement, Employee shall be paid the following on or before the next regularly scheduled payroll date after Employee’s last day of work:
- i. The base salary earned by Employee, up to and including Employee’s last day of work for Employer; and
 - ii. Any other accrued benefits earned by the Employee, up to and including Employee’s last day of work for Employer, which Employer is required to pay out upon separation of employment pursuant to the Employer’s policies and/or applicable state and federal law.

If Employer dismisses Employee “for cause”, Employee shall *not* be eligible for and shall *not* receive any severance pay and/or any other compensation upon Employee’s termination of employment. For purposes of this Agreement, a dismissal “for cause” shall include any one or more of the following reasons:

- i. Employee’s “misconduct”, as defined in 5 ILCS 415/5;
- ii. Employee’s conviction of or plea of guilty to a felony in a court of competent jurisdiction;
- iii. Employee’s conviction of or plea of guilty to a misdemeanor offense in a court of competent jurisdiction that involves an act of fraud or dishonesty;

- iv. Employee's failure or refusal to perform a lawful directive of a majority vote by members present for said vote of the whole Kendall County Board;
- v. Employee's theft or misappropriation of money or other property of the Employer, as established by the Employer by a preponderance of the evidence in a court of competent jurisdiction;
- vi. Employee's breach of the confidentiality requirements set forth in Section IV of this Agreement, as established by the Employer by a preponderance of the evidence in a court of competent jurisdiction; and/or
- vii. Employee's breach of any term of this Agreement; provided, however, such dismissal for cause will only be effective if the Employee's breach is not cured by the Employee within fifteen (15) calendar days of receipt by Employee of written notice specifying in reasonable detail the nature of Employee's breach of the Agreement.

3. **Upon Employee's Death.** In the event of Employee's death during the term of this Agreement, this Agreement shall automatically terminate and no future payments and obligations shall arise.

- B. Upon Employee's termination of employment for any reason, Employee agrees to return all materials of any type provided to Employee by Employer, including, but not limited to Employer's confidential information, cell phones, laptops/computers, tablets, computer hardware and software, cameras, files, recordings, keys, swipe cards, and any other equipment and documents that Employee obtained during the course of Employee's employment for Employer.
- C. Unless terminated early pursuant to the terms set forth above in this Agreement or unless otherwise agreed to in writing by the parties, this Agreement shall automatically renew for a successive one (1) year period (i.e., from December 1, 2027 through the close of business on November 30, 2028) unless either the Employee or Employer gives written notice of their intent not to renew the Agreement to the other party on or before September 1, 2027. In the event the Agreement is renewed for this successive one-year period, Employee's annual base salary amount will be Two Hundred Four Thousand Six Hundred Sixty-Eight Dollars and Zero Cents (\$204,668.00) less all applicable payroll withholdings, effective December 1, 2027 through November 30, 2028, to the extent permitted pursuant to 55 ILCS 5/6-1003 and 55 ILCS 5/6-1005.

1. If the Employer gives the Employee written notice of their intent not to renew the Agreement for any reason other than "for cause" (as defined in Section VII(b) of the Agreement), the Employee shall be paid the following in one (1) month after the effective date of termination of employment:
 - a. The base salary earned by Employee, up to and including Employee's last day of work for Employer;
 - b. Any other accrued benefits earned by the Employee, up to and including Employee's last day of work for Employer, which Employer is required to pay out upon separation of employment pursuant to the Employer's policies and/or applicable state and federal law; and
 - c. A one-time severance payment, less all applicable payroll withholdings, pursuant to the following terms and conditions:
 - i. Employee shall receive a one-time severance payment in an amount equal to ten (10) weeks of Employee's then current base salary, less all applicable payroll withholdings.
 - ii. The Employee understands and agrees that any severance payment issued by the Employer to the Employee at any time during the term of this Agreement shall not be an IMRF pensionable payment and, therefore, to the extent permitted by law, the Employer shall have no obligation to make an Employer contribution toward Employee's IMRF pension for this one-time severance payment.

VIII. Notice

- A. Any notice required or permitted to be given pursuant to this Agreement shall be duly given if sent by U.S. mail, postage prepaid, registered return receipt addressed to the following:

For Employer: Attention: Kendall County Clerk & Recorder, 111 W. Fox Street, Yorkville, Illinois 60560, fax (630) 553-4119, with copy sent to: Kendall County State's Attorney, 807 John Street, Yorkville, Illinois, 60560, fax (630) 553-4204.

For Employee: Christina Burns at [REDACTED]

Alternatively, notices required pursuant to this Agreement may be personally served. Notice shall be deemed given as of the date of personal service or as of five (5) calendar days after the date of deposit of such written notice in the course of transmission in the U.S. Postal Service. The addresses as recited may be

changed by the parties from time to time by hand delivering written notice thereof to the other party.

IX. Outside Employment

During the term of this Agreement, Employee is prohibited from holding outside employment if that outside employment poses a conflict of interest with the Employee's job duties for the Employer or if the job duties or hours of the other position hinder the employee's ability to perform to the best of Employee's ability in Employee's position with the Employer. Employee must promptly notify the Kendall County Board Chairman in writing of any outside employment during the term of this Agreement.

X. Indemnification

Except for the willful and wanton misconduct of the Employee, the Employer shall defend, save and hold harmless, and indemnify Employee against any tort, professional liability claim or demand, or other legal action arising out of an alleged act or omission occurring in the performance of the Employee's duties as County Administrator. Employer may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon with or without Employee's consent.

XI. Miscellaneous

- A. By signing Employee's name below, Employee acknowledges and affirms the following:
1. Employee has been advised in writing to consult with an attorney and has been provided with a period of at least twenty-one (21) days to consult with an attorney prior to signing this Agreement. Any proposed or actual modifications to this Agreement does not restart the 21-day consideration period.
 2. The consideration provided in Sections VI and VII of this Agreement constitutes monies and other benefits to which Employee otherwise would not be entitled, and that Employee is being paid these amounts in consideration for signing this Agreement.
 3. Employee had a reasonable period of time to consider this Agreement and, for a period of seven (7) calendar days following Employee's execution of this Agreement, Employee may revoke the terms of this Agreement by a written document received by Employer on or before the end of the seven (7) calendar day period ("the Effective Date"). Employee shall send written notice of revocation along with any signed copies of the Agreement via

United States mail, postage prepaid, addressed to: Kendall County State's Attorney, 807 W. John Street, Yorkville, Illinois 60560.

- B. This Agreement may be executed in counterparts (including facsimile signatures), each of which shall be deemed to be an original and both of which shall constitute one and the same Agreement.
- C. The parties have inserted the paragraph headings and numbers for convenience of reference only, and if there shall be any conflict between such headings or numbers and the text of this Agreement, the text shall control.
- D. The failure of either party to this Agreement to enforce any of its terms, provisions or covenants will not be construed as a waiver of the same or of the right of such party to enforce the same. Waiver by either party hereto of any breach or default by the other party of any term or provision of this Agreement will not operate as a waiver of any other breach or default.
- E. The respective rights and obligations of the parties hereunder will survive any termination of this Agreement to the extent necessary for the intended preservation of such rights and obligations.
- F. Neither party shall assign, sublet, sell, or transfer its interest in this Agreement without the prior written consent of the other.
- G. In any action with respect to this Agreement, the parties are free to pursue any legal remedies at law or in equity.
- H. This Agreement shall be construed in accordance with the law and Constitution of the State of Illinois and if any provision is invalid for any reason such invalidations shall not render invalid other provisions that can be given effect without the invalid provision. The parties agree that the venue for any legal proceedings between them shall be the Circuit Court of Kendall County, Illinois, Twenty-Third Judicial Circuit, State of Illinois.
- I. This Agreement represents the entire Agreement between the parties and there are no other promises or conditions in any other Agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties and may not be modified except in writing acknowledged by both parties.


IN WITNESS WHEREOF, the Employer has caused this Agreement to be signed and executed on its behalf by the Kendall County Board Chair, and duly attested by the Kendall County Clerk and Recorder, and the Employee has signed and executed this Agreement, the day and year first above written.

KENDALL COUNTY, ILLINOIS (EMPLOYER)

Matthew Kellogg
Kendall County Board Chair

ATTEST: _____
Debbie Gillette, County Clerk
Kendall County, Illinois

CHRISTINA C. BURNS (EMPLOYEE)



Christina C. Burns

ATTEST: 

Notary Public



TITLE: County Administrator
DEPARTMENT: Administration
REPORTS TO: Kendall County Board
FLSA STATUS: Exempt
UNION STATUS: Non-Union
APPROVED: May 16, 2023

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