

## Village Mayor

**The Mayor is the Chief Executive Officer of the Village, and (s)he holds an elected position for a term of four years. The Village Mayor has primary accountability, in partnership with the Board of Trustees, for ensuring that all municipal, state, and federal laws and ordinances applying to the Village of Third Lake are faithfully executed. The Mayor is the direct manager of and works closely with the Village Clerk and staff to carry out all Village business.**

### **Job Description/Responsibilities**

The day-to-day activities of the Village Mayor fall into the following categories. See Appendix A for a detailed listing of specific duties.

- **Governance of the Village-**The Village Mayor presides over all Board and Committee meetings, including the preparation of agendas. Ensuring that the needed ordinances are in place and enforced is critical to the integrity and safety of the Village.
- **Oversight of Village Operations-** This role is the link between the Village and residents for services provided to them. The Village Clerk and Deputy Clerk/Administrative Assistant tend to the detail of day-to-day operations. The Village Mayor is responsible for management of these two roles and adherence to Village processes, procedures, and legislative requirements.
- **Coordination with Outside Agencies-** The Village of Third Lake outsources most of its public services and relies on third parties to provide those services. Coordination is required to ensure that agreements are in place and being upheld as needed. Examples are contracting with Avon township for street maintenance/repair and coordinating with the Lake County Building Department for plan review and occupancy permits.
- **Oversight and Management of the Operating Budget-** Annually the Mayor, in partnership with the Village Treasurer, leads the budgeting process, resulting in an annual Village budget that is reviewed and approved by the Board.
- **Oversight of and Coordination with the Public Works Dept-** The Mayor is responsible for the management of the Public Works Department. In the absence of a Public Works Department, these responsibilities fall to the Mayor or his/her designee.
- **Filling the Role of Village Liquor Commissioner-** The Mayor is the primary point of contact for all liquor related matters (ex: ordinances, enforcement).
- **Filling the Role of Village Administrator-**In the absence of a Village Administrator, these responsibilities (e.g., management of all municipal operations) fall to the Mayor or his/her designee.

The Village Mayor or designee must be available 24 hours a day, seven days a week for emergencies that arise in the Village. This includes emergency calls for JULIE locates, fire alarms on Village property or security alarms for the Village Hall or any other emergency that needs the Village of Third Lake represented.

The Mayor, as Chief Executive Officer, always represents the Village. If approached by a resident or business owner no matter the time of day or day of the week the Mayor is representing the Village and therefore must act accordingly in that representation.

## **Appendix A: Detailed Duties of the Village Mayor**

### **Governing the Village**

Responsible for Community Relations through maintaining open dialogue with residents and businesses, with the goal of improving the Village of Third Lake (ex. neighborhood events and social media/website presence to build a community spirit, working for economic development)

Coordinate with Trustees, run meetings and takes part in the discussion of all matters coming before them; follows up on action requests

Reports to Board on current fiscal position of the Village

Coordinate with Commissioners

Follow up with presenters, petitioners, outside visitors

Enforce of boating registrations

Enforce rules of the lakes

Enforcement of multiple ordinances

Keeping the public informed

- Attend HOA and other group meetings

- Open Village Hall for groups using building

Keeping peace and good order

Serves as a bridge between trustees and staff

Research, recruit and recommend appointees of different positions

Local permits

Plan reviews, approvals, and inspections

Coordinate with attorney-

Ordinance updating

Ordinance implementation

Ordinance creating

Resolutions

### **Operations oversight**

Review minutes

Prepare agenda

Prepare and review agreements and contracts

Provide documents for outside agencies

FOIA Requests

Public Hearings

Prepare annual budget

Coordinate with Treasurer on budget throughout year

Develop procedures and processes related to delivery of services to our community

Update Emergency Operations Plan

Responsible for leading in the event of an emergency and taking necessary measures

Research and recruit appointees for vacancies on the board or commissions

Conduct annual employee reviews

Manage staff and contracts with Village

Work with local businesses for ordinance compliance and planning

Business license

Code enforcement

Plan development

Oversees risk management, insurance, and grant administration

**Coordinates with outside agencies; represents the Village at intergovernmental meetings**

Com Ed

- Power outages

- Plans for future updating of infrastructure

- Budgeting

Other Utilities

- Phone, gas, cable, and wireless

Illinois Department of Transportation

- Rt 45 is an Illinois route, and all action must be coordinated

Lake County Department of Transportation

- Washington St is a county road, and all actions must be coordinated

Lake County Sheriffs

- Crime investigation

- Patrols

- Marine Patrols

- Citation Issuance

- Emergency Operations

Lake County Building Department

- Coordinate with supervisor and individual inspectors

- Issue occupancy permits

Engineering IMEG

- Coordinate project engineering

- Work with 5-year roadway plan and coordinate planning and funding

- Evaluations of site plans for permits

Lake County Storm Water Management

- Funding

- Planning

Lake County Public Works

- Coordinate with sewer projects

- Coordinate with future expansion

- Coordinate with water supply

Avon Township

- Coordinate snowplowing

- Coordinate street repairs

Warren Township

- Coordinate with neighboring Villages

- Grayslake/Gurnee

Lake County Health Department

Permits

Wells

Environmental concerns

Lake issues

Clarke Environmental

Weed surveys

Weed treatment

Lake County Forest Preserve

Interaction for waterflow to and from Third Lake

Borders and access points

Agreements

**Coordinate contracts**

Outside agencies and business contracts for Village operations

Negotiate rates and time periods

Coordinate with Village Clerk on record retention

Coordinate with Treasurer for fiscal requirements

Coordinate with Auditor

Coordinate with Lake County Representatives

Coordinate with suppliers for office supplies and village needs

Coordinate with HOAs

Coordinate with local church

Coordinate with local emergency managers

**Operating Budget and Coordinating with Public Works Director** to ensure that

Sewers are repaired

Water mains repaired or replaced

Hydrant flushing with LCPW

Basin Cleaning

Sewer Cleaning and camera work

Coordinate with contract services aerator maintenance and operations

Culvert repairs and replacements

Sidewalk, curb, and street repairs

Building maintenance

Equipment maintenance

Dam maintenance

Buoy placement and replacement

Deployment of signs

Replace broken street signs

Temporary signage

Daily Operations

**Liquor Commissioner**

Primary point of contact for liquor related matters

Plays major role in proposing changes to ordinance

Develops commission rules

Makes suggestions relative to enforcement of policies  
Holds Liquor licensees accountable for following our ordinance