

VILLAGE OF BRADLEY

RESOLUTION NO. R-1-20-2

A RESOLUTION AUTHORIZING AN INDEPENDENT CONTRACTOR AGREEMENT
BETWEEN THE VILLAGE OF BRADLEY AND BRUCE PAGE

ADOPTED BY THE
BOARD OF TRUSTEES OF THE
VILLAGE OF BRADLEY

THIS 27th DAY OF JANUARY, 2020

Published in pamphlet form by the authority of the Board of Trustees of the Village of Bradley,
Kankakee County, Illinois this 27th day of JANUARY, 2020

RESOLUTION NO. R-1.20-2

**A RESOLUTION AUTHORIZING AN INDEPENDENT CONTRACTOR AGREEMENT
BETWEEN THE VILLAGE OF BRADLEY AND BRUCE PAGE**

WHEREAS, the President and Board of Trustees of the Village of Bradley, Kankakee County, Illinois, have the authority to adopt resolutions and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens; and

WHEREAS, pursuant to Section 2-3-8 of the Illinois Municipal Code (65 ILCS 5/2-3-8) the Corporate Authorities of the Village are authorized to enter into contracts on behalf of the Village that serve the Village's legitimate corporate purposes; and

WHEREAS, the corporate authorities of the Village desire to engage Bruce Page ("Page") as an independent contractor to provide the Village with consulting services in the area(s) of community development and building official work-related services, as more specifically described herein; and

WHEREAS, the Village has negotiated an Independent Contractor Agreement (the "Agreement") with Page, on terms that are reasonable and acceptable to the Village, whereby Page shall provide the Village with all necessary services (a copy of the proposed Agreement is attached hereto as Exhibit A and fully incorporated herein); and

WHEREAS, Page has expressed a desire to enter into the Agreement, as well as a willingness to be bound to perform thereunder; and

WHEREAS, the Corporate Authorities of the Village have determined that the execution of the Agreement is necessary and expedient for the Village's corporate purposes and in the best interests of the Village and its citizens.

NOW THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BRADLEY, KANKAKEE COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:

SECTION 1. The President and Board of Trustees hereby find that all of the recitals contained in the preamble to this Resolution are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2. The Corporate Authorities of the Village have reviewed the proposed Independent Contractor Agreement (the "Agreement") between the Village and Page, attached hereto as Exhibit A and fully incorporated herein, and have determined that the terms and provisions of said agreement are reasonable and acceptable to the Village. As such, the Corporate Authorities of the Village hereby approved the Agreement in form and substance and further authorize and direct the Village President to execute said Agreement on behalf of the Village.

SECTION 3. The Village President is further authorized to take any and all actions, including but not limited to the execution of any and all documents, that are, in his opinion, necessary to enter into the Agreement with Page.

SECTION 4. In the event that any provision or provisions, portion or portions, or clause or clauses of this Resolution shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Resolution that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

SECTION 5. All ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Resolution, are hereby repealed to the extent of the conflict.

SECTION 6. The Village Clerk is hereby directed to publish this Resolution in pamphlet form.

SECTION 7. This Resolution shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED by the Board of Trustees on a roll call vote on the 27th day of January 2020.

TRUSTEES:

ROBERT REDMOND	Aye - <input checked="" type="checkbox"/>	Nay - <input type="checkbox"/>	Absent - <input type="checkbox"/>
RYAN LEBRAN	Aye - <input checked="" type="checkbox"/>	Nay - <input type="checkbox"/>	Absent - <input type="checkbox"/>
DARREN WESTPHAL	Aye - <input checked="" type="checkbox"/>	Nay - <input type="checkbox"/>	Absent - <input type="checkbox"/>
BRIAN BILLINGSLEY	Aye - <input checked="" type="checkbox"/>	Nay - <input type="checkbox"/>	Absent - <input type="checkbox"/>
BRIAN TIERI	Aye - <input checked="" type="checkbox"/>	Nay - <input type="checkbox"/>	Absent - <input type="checkbox"/>
MICHAEL WATSON	Aye - <input checked="" type="checkbox"/>	Nay - <input type="checkbox"/>	Absent - <input type="checkbox"/>


ACTING VILLAGE PRESIDENT:

MICHAEL WATSON Non-Voting -

TOTALS: Aye - 6 Nay - 0 Absent - 0


JULIE TAMBLING, VILLAGE CLERK

APPROVED this 27th day of January, 2020.


MICHAEL WATSON,
ACTING VILLAGE PRESIDENT

ATTEST:

Julie Tambling

JULIE TAMBLING, VILLAGE CLERK

STATE OF ILLINOIS)
)
COUNTY OF KANKAKEE) §§

I, Julie Tambling, Clerk of the Village of Bradley, County of Kankakee and State of Illinois, DO HEREBY CERTIFY that the attached is a true, perfect, and complete copy of Resolution number R-1-20-2, "A RESOLUTION AUTHORIZING AN INDEPENDENT CONTRACTOR AGREEMENT BETWEEN THE VILLAGE OF BRADLEY AND BRUCE PAGE," which was adopted by the Village President and Board of Trustees at a meeting held on the 27th day of Jan., 2020.

IN WITNESS WHEREOF, I have hereunto set my hand in the Village of Bradley, County of Kankakee and State of Illinois, on this 27th day of Jan., 2020.



JULIE TAMBLING, VILLAGE CLERK

(SEAL)

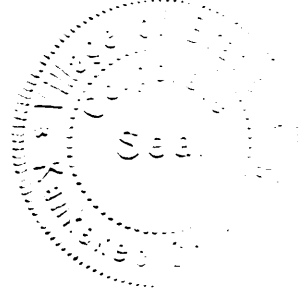


EXHIBIT A

EXHIBIT A

INDEPENDENT CONTRACTOR AGREEMENT

This **INDEPENDENT CONTRACTOR AGREEMENT** (“Agreement”) is made by and between the **Village of Bradley** (“Village”) and **Bruce Page** (“Page”), an Independent Contractor, sometimes collectively referred to as the (“Parties”). Village and Page agree as follows:

ARTICLE 1: GENERAL PROVISIONS.

1.1: General Definitions. Unless the context clearly indicates otherwise, the capitalized words, terms, and phrases defined from time to time herein shall have the same meanings for all purposes of this Agreement. In addition, in all cases the singular shall include the plural, the plural shall include the singular, and a reference to any gender includes both genders and the neuter, as the case may be.

1.2: Headings. The headings in this Agreement are for convenience of reference only and shall not in any way or to any extent be interpreted to define, limit, or otherwise affect the provisions hereof.

ARTICLE 2: SCOPE OF AGREEMENT

2.1: Scope of Services. Page will provide consulting services during the term of this Agreement to the Village in the areas of community development, code enforcement, building, economic development, leadership, department operational oversight, and planning and zoning, as set forth in the Community Development Director job description and Building Official employment opportunity attached hereto as “Addendum A” and fully incorporated herein (hereinafter the “Services”). Services will only be performed by Page at the request and direction of either the Mayor and/or Village Administrator. Page agrees to comply with applicable professional standards and codes of ethics and with all policies and procedures of the Village at all times that this Agreement is in effect.

2.2: Effective Date. The “Effective Date” of this agreement is and shall be the date upon which both Parties have signed and fully executed this Agreement.

2.3: Start Date. Page shall begin providing the Services to the Village on the later occurring of the Effective Date or February 03, 2020.

2.4: Termination Date. This Agreement shall terminate at 11:59 p.m. on May 15, 2021, unless extended in a writing signed by both Parties or otherwise terminated in accordance with Article 5 of this Agreement.

ARTICLE 3: INDEPENDENT CONTRACTOR

3.1: Independent Contractor. Page is an independent contractor and is not an employee, partner, or co-venturer of, or in any other service relationship with the Village. The manner and

way in which Page shall render the Services is and shall be within Page's sole control and discretion. Page is not authorized to speak for, represent, or obligate the Village in any manner without the prior express written authorization of the Mayor and/or Village Administrator.

3.2: Taxes. Page is and shall be responsible for all taxes arising from any compensation or other amounts paid to him by the Village under this Agreement, including but not limited to any and all payroll and fringe benefit taxes. Neither federal, nor state, nor local income taxes, nor payroll taxes of any kind, shall be withheld or paid by the Village on behalf of Page. Page understands and agrees that he is responsible to pay, under applicable law, any and all of Page's taxes and Page shall, when requested by the Village, provide the Village with appropriate documentation establishing that any and all federal, state, and/or local taxes have been duly paid.

3.3: Benefits. Page agrees and understands that, except as explicitly set forth in Article 4 of this Agreement, *infra*, the Village will not provide him or his dependents with any benefits of any kind. In particular, Page understands and agrees that he is not eligible for, that the Village shall not provide him with, and that he will not participate in any employee pension (including but not limited to IMRF), health, welfare, or other fringe benefit plan of the Village. To the extent and in the event that a court of competent jurisdiction may later find that Page is eligible or entitled to participate in any plan described above, Page hereby knowingly and voluntarily waives his ability to so participate.

3.4: Insurance. Page understands and agrees that the Village shall not provide him with any insurance coverage or similar benefit of any kind for any reason or at any time during the term of this Agreement.

3.5: Workers' Compensation. Page hereby knowingly and voluntarily waives any and all claims against the Village for workers compensations benefits. To the extent the Village shall be deemed liable for any such taxes, benefits, or other expenses, Page shall reimburse the costs thereof to the Village and shall, and hereby does, indemnify and hold the Village harmless therefrom.

ARTICLE 4: COMPENSATION

4.1: Payment of Wages. The Village shall pay Page an amount equal to three thousand, four hundred and sixty and 00/100 dollars (\$3,460.00) for each two-week period during the term of this Agreement in which Page provides Services to the Village, in accordance with the Village's established payment schedules. This amount shall be prorated for the first and last periods of the agreement based upon the number of business days in said period upon which Page actually provided Services to the Village. The Village shall, at appropriate times, issue Page an IRS Form 1099 in connection with his provision of the Services pursuant to this Agreement. Page agrees and affirms that he alone is responsible for the payment of any and all taxes arising from the payments contemplated herein, in accordance with all applicable federal, state, and local laws.

4.2: Compensation not Wages. The payments set forth in section 3.1, *supra*, are payments of independent contractor fees and not wages or salaries. Page acknowledges that he is an

independent contractor as set forth in Article 3, *supra*, and that he is solely responsible and liable for all taxes associated therewith.

4.3: Village Cell Phone.

- (a) At all times during the term of this Agreement, the Village will provide Page with a Village-owned cell phone for use in connection with the Services. The Village will be responsible for paying any and all expenses attendant upon the purchase, operation, maintenance, repair, and regular replacement of said cell phone, and shall further be solely responsible for taking any and all actions necessary to keep said cell phone in service.
- (b) With regards to any Village-owned cell phone provided to him, Page understands and agrees that said cell phone shall only be used for official purposes in connection with the Services and further agrees that he shall at all times use said cell phone in a suitable manner that reflects well upon the professional image of the Village.
- (c) Page hereby acknowledges and affirms that he does not have any expectation of or right to privacy in connection with his use of the Village-owned cell phone provided pursuant to this Section. Page further acknowledges and affirms that any and all actions, communications, and/or information related to or stored upon such cell phone may be subject to disclosure, including but not limited to by request pursuant to the Freedom of Information Act or court subpoena. Finally, Page agrees that, upon request of the Village, he shall return the cell phone immediately.

4.4: Holidays. Page shall be entitled to all holidays set out in the Village's Personnel Manual.

ARTICLE 5: TERMINATION

5.1: Termination Without Cause by Written Notice. Either party may terminate this Agreement upon thirty (30) days written notice.

5.2: Termination of Agreement for Material Breach. If either Party materially breaches this Agreement, the non-breaching Party must give the breaching Party written notice of its intent to terminate this Agreement for such breach. If the breach is remedied within fifteen (15) days, the notice will be of no further effect. If the breach is not remedied within the fifteen (15) day period, the non-breaching Party has the right to immediately terminate the Agreement upon expiration of such remedy period.

5.3 Termination of Agreement for Failure to Pay Fees. If the Village fails to pay the fees required under this Agreement, Page may give the Village notice of his intent to terminate this Agreement for such failure. If full payment of all unpaid amounts is tendered within fifteen (15) days, the notice will be of no further effect. If full payment of all unpaid amounts is not tendered within the fifteen (15) day period, Page has the right to terminate the Agreement upon expiration of such remedy period.

ARTICLE 6: INDEMNIFICATION PROVISIONS

6.1: Indemnification by Page. To the extent permitted by law, Page agrees to indemnify, defend, and hold the Village and its related entities or their agents, representatives, or employees harmless from and against all claims, liabilities, damages, attorney's fees, costs, and expenses arising out of his actions or conduct.

6.2: Indemnification by Village. The Village agrees to indemnify, defend, and hold Page harmless from and against all claims, liabilities, damages, attorney's fees, costs, and expenses arising out of any and all actions or conduct by persons other than Page that are directly attributable to the Village.

ARTICLE 7: CONFIDENTIALITY

7.1: Confidentiality and Non-Disclosure.

- (a) Page warrants that he understands that during the term of this Agreement he may become privy to sensitive documents, information, materials, and/or records that are proprietary to the Village (collectively "Confidential Information"). Page understands and agrees that he may not disclose and/or disseminate any Confidential Information of the Village to any third party, except as required by law or as authorized by the Village.
- (b) For the purposes of this Agreement, "Confidential Information" includes, but is not limited to, Village employee personnel information, account information, financial reports, and billing system information, as well as any other information or documentation that is explicitly made known to Page as being confidential.

7.2 Removal of Confidential Information. Page understands and agrees that he shall not remove any Confidential Information from the Village's various facilities, except as necessary for the adequate completion of the Services or else as authorized by the Village.

7.3 Return of Confidential Information. At whatever point that this Agreement is terminated, regardless of the reason or timing, Page understands and agrees that he must return any and all Confidential Information of the Village in his possession to a duly-authorized representative of the Village as soon as practicable.

7.4 FOIA. Each Party hereby agree to reasonably cooperate with the other Party regarding any Freedom of Information Act ("FOIA") request calling for production of documents related to this Agreement and/or any Confidential Information of the Village.

7.5 Obligations to Survive Termination Date. The Parties understand and agree that all of the obligations imposed by this Article 7 of this Agreement, including but not limited to the obligation of confidentiality, shall survive the termination of this Agreement and continue thereafter in perpetuity.

7.6 Consideration Sufficient. Page warrants and acknowledges that the promises made and obligations incurred by his in accordance with the provisions of this Article 7 are in consideration of good and valuable consideration from the Village, the receipt and sufficiency of which are hereby acknowledged.

ARTICLE 8: MISCELLANEOUS PROVISIONS

8.1: Amendments. This Agreement may be amended at any time and from time to time, but any amendment must be in writing and signed by all the Parties to this Agreement.

8.2: Assignment. Neither Party may assign its rights or delegate its duties under this Agreement without the express written consent of the other Party.

8.3: Counterpart Execution. This Agreement may be executed and delivered in any number of counterparts, each of which will be an original, but all of which together constitute one and the same instrument. This Agreement may be executed and delivered via facsimile or electronic mail.

8.4: Entire Agreement. This Agreement constitutes the entire agreement between the Parties. This Agreement supersedes and takes precedence over all proposals, memorandum agreements, tentative agreements, and oral agreements between the Parties, made prior to and including the Effective Date of this Agreement not specifically identified and incorporated in writing into this Agreement. No agent or representative of either Party has the authority to make, and the Parties will not be bound by or liable for, any statement, representation, promise, or agreement not specifically set forth in this Agreement.

ARTICLE 9: DISPUTE RESOLUTION

9.1 Good Faith Attempt to Settle. The Parties will attempt to settle any dispute arising out of or relating to this Agreement, or the breach thereof, through good faith negotiation between the Parties.

9.2: Governing Law/Jurisdiction. If a dispute cannot be settled through good faith negotiation within thirty (30) days after the initial receipt by the allegedly offending party of written notice of the dispute, then the controversy or claim may be adjudicated by a state court sitting in Kankakee County, Illinois. The Parties agree that venue and jurisdiction for any action under this Agreement are properly vested in the Circuit Court of Kankakee County, Illinois. This Agreement and any amendments hereto will be governed by and construed in accordance with the laws of the State of Illinois.

9.3: Attorneys' Fees. The Parties agree that, in the event of litigation under this Agreement, each Party is liable for only those attorneys' fees and costs incurred by that Party.

ARTICLE 10: NOTICES

10.1: Notices. All Notices given under this Agreement must be written and may be given by personal delivery, first class U.S. Mail, registered or certified mail return receipt requested, overnight delivery service, or electronic mail.

Notices will be deemed received at the earlier of actual receipt or three (3) days from the date of mailing. Notices must be sent to the Parties at their respective addresses shown below. A Party may change its address for notice by giving written notice of such change to the other Party.

If to Page:

If to the Village: VILLAGE OF BRADLEY
147 S. Michigan Ave.
Bradley, Illinois 60915
Attention: Catherine Wojnarowski, Village Administrator
Telephone: (815) 932-2125
Electronic Mail: cawojnarowski@bradley.il.org

IN WITNESS WHEREOF, the Parties executed this Agreement on the Effective Date, which is the date this Agreement is signed by both Parties.

BRUCE PAGE

By Bruce Page

Date: 1-28-20

VILLAGE OF BRADLEY

By Michael Watson

Name: MICHAEL WATSON

Title: Mayor Pro tem

Date: 01/27/2020

ADDENDUM A

COMMUNITY DEVELOPMENT DIRECTOR

The Village of Bradley is seeking interested applicants for the position of Community Development Director. The position is appointed by the Mayor with the approval of the Board of Trustees and reports to the Village Administrator. This position is responsible for the day-to-day management and administration of the newly created Community Development Department consisting of four (4) Divisions – Building Services, Planning and Zoning, Code Enforcement and Economic. A confident, proactive and collaborative professional will best serve as the next Director for the Village of Bradley's Community Development Department.

The Village of Bradley is located 50 miles south of Chicago in Kankakee County. Kankakee County has been voted USA's #1 Growth Metro (among 281 small metros) at the Greater Chicago's Interstate 57 Corridor. The Village is preparing to welcome new residential and business developments due to exciting expansion plans of CSL Behring, an Australian based biopharmaceutical company and Nucor Steel, both located along the Route 50 commercial corridor. These significant investments to the region will have a critical role in securing future economic opportunities in Bradley and neighboring communities.

Responsibilities:

- Oversee the building permitting process, including various levels of inspections;
- Oversee the code enforcement process, including violation notices and administrative adjudication;
- Process a variety of planning and zoning applications such as special use permits, subdivision plans, text/map amendments, annexations, PUDs, or other related items;
- Assist the Village Administrator and Mayor with business retention, expansion, and recruitment;
- Provide technical assistance to Village Administration, the general public, the development community and investors regarding all development, planning and zoning matters;
- Serve as the staff liaison and provide support to the Planning and Zoning Commission; including the coordination of the Commission's monthly agenda and public hearing process;
- Guide the Village's land use planning efforts;
- Develop short-term and long-term goals for Village wide community and economic development initiatives;
- Oversee high profile development projects such as the revitalization of the Northfield Square Mall, enhancement of the Route 50 Commercial Corridor, and the administration of TIF and Business Districts;
- Generate and maintain Village demographics, incentives, and other information for purposes of economic development;
- On-going maintenance of Department's website, including updating and providing pertinent information;
- Assist with the preparation and administration of the Department budget;
- Track and report on all department related matters and activities; and
- Provide technical assistance to Administration, the public, the development community and investors regarding site planning and zoning issues.

Other Skills and Abilities:

- Knowledge of the proper review of building plans for compliance with applicable codes and ordinances addressing project design, construction, alteration, repair and related zoning and land use matters;
- Knowledge of the purposes and objectives of building, zoning, sign and subdivision codes;
- Possess a comprehensive knowledge of the principles and practices of applicable building code, and zoning regulations;

- Excellent oral and written communication skills with the ability to provide clear communication to the general public and policy decision makers along with residents, elected officials, the business community, contractors, and staff;
- Possess strong customer service skills that enable the provision of courteous, credible and accessible service that is responsive to customer's needs and tactfully, fairly and firmly addresses compliance matters;
- Ability to independently plan, prioritize, and organize work and complete assignments within a deadline driven environment;
- Ability to stay on top of the recent developments and trends in these fields and incorporate as appropriate;
- Ability to participate as directed to support development and commercial growth within the Village;
- Ability to provide solid judgment with a supportive and motivating leadership style, and partnership oriented attitude; and
- Ability to demonstrate Village values of integrity, communication, teamwork, professionalism, and quality of life.

Qualifications

Bachelor's degree in Urban Planning, Public Administration or a related field; a Master's degree and/or designation as AICP preferred.

Minimum of 8-10 years of progressively responsible experience in a municipal organization in a position of similar leadership and management.

Candidates with an equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work will also be considered.

Compensation and Benefits

The Village is open to permanent or consulting work. The starting salary or contract will be +/- \$100,000 to commensurate with experience and qualifications. This position can be eligible for the Village of Bradley comprehensive employee benefits program which includes medical, dental, vision, and life insurance. Retirement benefits through the Illinois Municipal Retirement Fund (IMRF) are provided. The Village of Bradley also provides paid vacation, personal, sick days, and holidays.

Qualified candidates should send a cover letter, resume and three (3) professional references to the Village of Bradley, Village Administrator's Office, Attn: Teresa Richert, 147 S. Michigan Avenue, Bradley, IL 60915, or email trichert@bradlevil.org. The Village is an EOE employer.

Closing Date

Applications must be received by 4:30 pm on Monday, November 18, 2019.



Employment Opportunity

Full-Time Building Official

The Village of Bradley is seeking interested applicants for the position of Building Official. The Building Official is responsible for the planning and oversight of the Building and Code Enforcement Divisions in the Community Development Department, supervision of assigned personnel and the coordination of functions with other Village departments. The Building Official supervises all aspects of the Building and Code Enforcement Divisions including enforcement of property maintenance codes and ordinances, building and fire plan review and inspections and building permit application services. The Building Official works with a high level of discretion, technical independence and minimal guidance while making decisions to assure public health, welfare and safety. This is a full-time exempt position that handles highly sensitive and confidential information and works under the direct supervision of the Village Administrator.

Essential Duties and Responsibilities:

- Formulates policy, develops goals and objectives and directs the day-to-day operations of the Building and Code Enforcement Divisions of the Community Development Department.
- Provides oversight and direction to the Village Building and Code Enforcement Divisions of the Community Development Department.
- Coordinates field inspections with inspectors to ensure proper procedures are being followed.
- Performs a variety of routine and complex administrative, technical, and inspection work on developments under construction, property maintenance and zoning.
- Directs and administers activities and programs for compliance with Federal, State and municipal codes and regulations governing the use of land, including but not limited to building construction, rehabilitation, alteration, use, occupancy and environmental impact.
- Maintains the building codes and recommends new or revised regulations to achieve uniformity of code applications. Analyzes reviews and prepares code amendments, furnishes updated interpretations of codes to other Village staff.
- Supervises and manages division personnel; assists in selecting new employees; provides training and instruction; plans, coordinates, assigns and reviews work; allocates personnel; approves leave; maintains standards and evaluates performance.
- Assists in the preparation of Village ordinances as they pertain to the Building and Code Enforcement Divisions.
- Prepares the annual budget as it pertains to the Building and Code Enforcement Divisions.

- Provides technical assistance to Village staff, developers, committees, commissions, and the public either directly or through professional staff.
- Directs and prepares a variety of written materials including staff reports, memoranda, agendas, correspondence and similar documents.
- Reviews and signs Village building permits and certificates of occupancy.
- Performs select building plan reviews.
- Works cooperatively and jointly with others to provide seamless customer service and coordinates work with other Village departments.
- Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance.
- Responds to complex and sensitive building and property maintenance issues.
- Performs zoning reviews to ensure that new business applications meet applicable Village codes and complies with the goals of the Village's long range plans.
- Reviews and processes special use permit and variance requests for the Planning and Zoning Commission; including preparations of all public hearing requirements.
- Represents the Building and Code Enforcement Divisions at professional and association meetings and hearings
- Attends various committee meetings and Village Board meetings.
- Attends required continuing education classes to maintain ICC certifications/licenses.
- Responds 24/7 to emergency on call requests from the Police or Fire departments, such as for property damage or structural fires on an as needed basis.
- Demonstrates highest standards of personal and professional integrity, adheres to Village policies and procedures, and complies with applicable laws, rules and regulations.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

- Knowledge of the methods, techniques and procedures used in building construction, building inspection and building maintenance.
- Knowledge of construction materials, building codes and building systems.
- Knowledge of pertinent laws, statutes, ordinances and codes enabling the operation of the Building and Code Enforcement Divisions.
- Knowledge of administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Knowledge of principles and practices of budget development.
- Knowledge of the principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Knowledge of correct business English, including spelling, grammar and punctuation.
- Knowledge of Microsoft Windows and Microsoft Office Suite.
- Ability to read and understand codes, blueprints and construction plans.
- Ability to research and analyze various types of data and information.
- Ability to interpret, apply and explain complex laws, codes and regulations.
- Ability to communicate in a manner that is clear and concise.
- Ability to use tact, discretion and prudence in dealing with those contacted in the

course of work.

- Ability to prepare reports, correspondence and other written materials.
- Ability to direct inspection and enforcement actions with tact, thoroughness and without prejudice.
- Ability to resolve complaints.
- Ability to establish and maintain effective working relationships.
- Ability to delegate and supervise subordinate staff with a supportive and motivating leadership style.
- Ability to independently plan, prioritize and organize work and complete assignments within a deadline driven environment.
- Ability to analyze and solve problems in an effective and efficient manner.
- Ability to maintain strict confidentiality.
- Ability to demonstrate Village values of integrity, teamwork, and professionalism.

Minimum Qualifications:

- Bachelor's degree in Architecture, Construction Engineering, Planning or related field.
- ICC Certified Building Official is required or must be obtained within one year of employment.
- Five (5) years experience in code enforcement or equivalent experience.
- Three (3) years supervisory experience.
- Possession of a current and valid Illinois motor vehicle operator's license.

Candidates with an equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work will also be considered.

Compensation and Benefits:

The starting salary for the position is \$80,000 +/- commensurate with knowledge, skills and experience. The Village of Bradley provides a comprehensive employee benefits package that includes medical, dental, vision, and life insurance. Retirement benefits through the Illinois Municipal Retirement Fund (IMRF) are provided. The Village of Bradley also provides paid vacation, personal, sick days, and holidays.

Apply By:

Qualified candidates should send a cover letter, resume and three (3) professional references to the Village of Bradley, Village Administrator's Office, Attn: Teresa Richert, 147 S. Michigan Avenue, Bradley, IL 60915, or email tmrichert@bradleyil.org. The Village is an equal opportunity employer. Applications must be received by 4:30 pm on Wednesday, December 18, 2019.