
**THE VILLAGE OF HOMER GLEN
WILL COUNTY, ILLINOIS**

**ORDINANCE
NUMBER 24-016**

**AN ORDINANCE CREATING THE POSITION OF
EVENTS AND COMMUNICATIONS DIRECTOR**

**CHRISTINA NEITZKE-TROIKE, Village President
CANDICE BIELSKI, Village Clerk**

**Village Trustees
JENNIFER CONSOLINO
DAN FIALKO
CURT MASON
CJ MCNAUGHTON
ROSE REYNDERS
SUSANNA E. STEILEN**

Published in pamphlet form by authority of the President and Village Clerk of the Village of Homer Glen on August 23, 2023
Prepared by: Peterson, Johnson, and Murray, LLC, Village Attorneys
1301 W. 22nd Street- Ste. 500 Oakbrook, Illinois 60523

**AN ORDINANCE CREATING THE POSITION
OF EVENTS AND COMMUNICATIONS
DIRECTOR**

WHEREAS, the Village of Homer Glen has accordingly determined that it is in the best interests of the Village of Homer Glen to create the position of Events and Communications Director.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF HOMER GLEN, WILL COUNTY, ILLINOIS, THAT:

Section 1: Recitals – The foregoing recitals are hereby incorporated into this Ordinance No. 24-0xx as if fully set forth herein.

Section 2: Creation of Events and Communications Director Position -- There is hereby created within the Village of Homer Glen the position of Events and Communications Director, who shall be appointed by the Village President, after consideration and the recommendation of the Village Manager, with the advice and consent of the Village Board of Trustees.

Section 3: Duties and Responsibilities -- The Events and Communications Director shall have those duties and responsibilities set forth in the position description attached hereto and incorporated herein as Exhibit A, together with such other duties and responsibilities as may be assigned from time to time by the Village President.

Section 4: Severability - The various portions of this Ordinance are hereby expressly declared to be severable, and the invalidity of any such portion of this Ordinance shall not affect the validity of any other portions of this Ordinance, which shall be enforced to the fullest extent possible.

Section 5: Repealer - All ordinances or portions of ordinances previously passed or adopted by the Village of Homer Glen that conflict with or are inconsistent with the provisions of this Ordinance are hereby repealed.

Section 6: Effective Date - This Ordinance shall be in full force and effect from and after its passage and approval.

Adopted this 27th day of March, 2024 pursuant to a roll call vote as follows:

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>PRESENT</u>
Consolino			X	
Fialko			X	
Mason	X			
McNaughton			X	
Reynders	X			
Steilen	X			
Neitzke-Troiike (Village President)	X			
TOTAL	4		3	

APPROVED by the Village President on March 27, 2024



Christina Neitzke-Troiike
Village President

ATTEST:


Candice Bielski
Village Clerk



HOMER GLEN

Position Title:	Events and Communications Director
Department:	Events
FLSA Status:	Exempt
Full-Time/Part-Time:	Full Time
Hours per week:	Salaried
Reports to:	Village Manager
Direct Reports:	Yes
Date updated:	March 2, 2024

Job Summary:

Serves as primary staff liaison responsible for assisting in the coordinating, planning and implementation of all Village-sponsored festivals and special events. Writes and edits external and internal messages, including press releases, speeches, presentations, correspondence, digital content and Village messages. This role will oversee specific communications and marketing functions, such as regular newsletters and collateral materials and constitute outreach. Responsible for the management of the Village website, social media accounts and Civic Ready.

Essential Duties and Responsibilities:

- Serves as staff liaison for Village-sponsored festivals and special events; responsible for assisting in the coordinating, planning and implementation of all events.
- Coordinates special community recognition.
- Serves as staff liaison for Festival Committee and Community Development Committees.
- Oversees updates to the Village's website with information regarding up events and current news.
- Prepare and submits a budget for events.
- Submits invoices for payment.
- Negotiates contracts with entertainers, vendors, suppliers and submits for approval.
- Secures Certificates of Insurance.

VILLAGE OF HOMER GLEN

14240 W 151st Street | Homer Glen, IL 60491 | 708.301.0632 | www.homerglenil.org



HOMER GLEN

- Prepares reports and agenda items for Village Board consideration, as needed.
- Prepares talking points/fact sheets/speeches for Village initiatives for sponsorship programs.
- Oversees the writing, editing and production of printed promotional materials for the Village, including press releases, website postings, event flyers, brochures, publication inserts, posters and other related materials.
- Categorizes and maintains manual and/or computerized filing systems; creates tracking systems and forms; enters data and files documents pertaining to events.
- Maintains a positive, professional image to the public, other governmental agencies and interdepartmentally with respect to Village issues, especially those that are highly controversial and politically sensitive.
- Resolved complex customer service issues either personally, by phone or in writing.
- Assists the Village Manager with special projects.
- Assists the Village Manager in planning, organizing, directing and evaluating Village programs and services.
- Serves as the Village communication administrator.
- Responsible for the overall management of the Villages website.
- Oversees the management of the Village's social media platforms including the creation of content, news and both the historical and current activities of the Village.
- Responsible for the design, writing, editing, research, content coordination and accuracy for brochures, publication inserts, surveys and other related materials.
- Photographs Village programs and special events.
- Prepares and distributes Village related news releases.
- Oversees Civic Ready, the Village Mass notification system.
- Coordinate the Hometown Heroes Banner program.

Knowledge, Skills and Abilities:

- Knowledge of Village organization, operations, procedures and administrative practices and policies.
- Knowledge of the principles and practices of modern records management techniques.
- Knowledge of operating all modern-day office equipment and ability to operate personal computer, photocopier, telephone, facsimile and calculator.

VILLAGE OF HOMER GLEN

14240 W 151st Street | Homer Glen, IL 60491 | 708.301.0632 | www.homerglenil.org



HOMER GLEN

- Knowledge of up-to-date practices in all social media platforms ensuring maximum effectiveness.
- Skilled in the use of Microsoft Word, Excel, PowerPoint and Outlook.
- Skilled in organization and time management to effectively perform the job duties.
- Creative/innovative skills sufficient to assist in the development, marketing and implementation of community events, ideas and strategies.
- Skilled in effective verbal and written communication including the ability to read, analyze and interpret governmental regulations.
- Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone and content.
- Ability to deliver creative content (text, image and video) to the Village communication site(s).
- Ability to accurately record and maintain records.
- Ability to make judgements with respect to confidentiality of information and problem solving.
- Ability to establish and maintain effective working relationships with fellow staff members, elected officials, volunteers and other agencies.

Minimum Requirements:

- High School diploma or GED equivalency.
- At least five (5) years of progressively responsible administrative experience.
- At least three (3) years of event planning experience.
- Other equivalent combinations of education and experience may be substituted.

Preferred Requirements (not required):

- Local government experience at the municipal or county level.
- A Bachelor's degree.

Physical Activities:

The physical demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this position. While performing the duties of this position, the staff member is required to:

- Reach with hands and arms, use hand to finger, feel or operate objects, tools or controls.
- Sit, stand, walk.
- Talk and hear.

VILLAGE OF HOMER GLEN

14240 W 151st Street | Homer Glen, IL 60491 | 708.301.0632 | www.homerglenil.org



HOMER GLEN

- Hand-eye coordination is necessary to operation computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Occasionally is required to climb or balance, stoop, kneel and crouch.
- May occasionally lift and/or move up to forty (40) pounds.

Work scheduled outside of the office may be in hot, warm, cool and cold weather.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

=====

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This position description does not constitute an employment agreement between the Village and the staff member.