POSITION DESCRIPTIONS

FOR

APPOINTMENTS

TO

SPECIAL AUTHORITIES, BOARDS, COMMISSIONS, DISTRICTS AND OTHER AGENCIES

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March 1, 2008

DISCLAIMER

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DRAINAGE DISTRICT COMMISSIONERS

QUALIFICATIONS:

- **Must be an adult resident of Illinois**
- **Must own land in the district, unless the county board determines it is in the best interest of the district that the land ownership requirement be waived or the majority of adult landowners owning the majority of the area embraced in the district have duly petitioned the county board to allow the appointment of an individual who does not own land in the district**

NUMBER OF COMMISSIONERS APPOINTED BY COUNTY:

- **3**

TERM OF OFFICE:

- **A staggered 3 years commencing the first Tuesday in September**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Advice and consent authority to appoint, re-appoint, and fill commissioner vacancies.**
- **Authority to remove a commissioner upon good cause shown upon the motion of the county board or landowner. Notice and hearing are required prior to removal**
- **Notwithstanding the foregoing, if a petition signed by majority of the total number of adult landowners who together own a majority of the land area in the district request the appointment of an individual as commissioner is filed with the County Clerk not more than 4 weeks nor less than 1 week before the first Tuesday in September, then the County Clerk shall forward the petition to the County Board and County Board shall appoint that individual commissioner except for good cause shown or the individual is not otherwise qualified under the law**

DUTIES OF COMMISSIONERS:

- **Use funds of the district for any lawful purpose and compromise actions and controversies and employ engineers, attorneys and other employees**

- **Do all acts necessary for the purpose of surveying, constructing, altering, enlarging, protecting, repairing and maintaining any drain, levee or other work of the district and go upon lands either within or outside of the district for the purpose of examining the same in connection with the work of the district and making surveys, doing no more damage than the occasion may require**

- **Upon the payment or tender of the compensation allowed, go upon such lands with their agents, employees, contractors and servants, teams, tools, machinery, instruments and other equipment for the purpose of constructing the work of the district and forever thereafter enter upon such lands for the purpose of constructing the work of the district and forever thereafter enter upon such lands for the purpose of protecting, maintaining and repairing the same**

- **Use any part of any public highway for the purposes of work to be done, provided such use will not permanently destroy or materially impair such public highway for public use**

- **Authorize any state or federal officer, agent, employee or contractor to go on any lands or rights-of-way of the district for the purpose of inspecting, surveying, constructing, altering, enlarging, protecting, repairing or maintaining any drain, levee or other work of the district**

- **Enter into agreements with any department or agency of the State of Illinois relative to the use and control of ditches, drains, levees and drainage structures of the district in conjunction with the operation and management of fish preserves and game refuges and the furtherance of any of the purposes of the "Fish Code of Illinois" or the "Wildlife Code of Illinois"**

- **In the corporate name of the district, contract, sue and be sued, plead and be impleaded, and do and perform all acts and things, whether express or implied, that may be reasonably required in order to accomplish the purposes of the law.**

STATUTORY AUTHORITY: 70 ILCS 605/4-1 *et. seq.*

FIRE PROTECTION DISTRICT TRUSTEES

QUALIFICATIONS:

- **Must be a resident of the County or, in the case of multiple county fire protection districts, be a resident of the county entitled to such representation**
- **Must be an elector in the district**

NUMBER OF TRUSTEES APPOINTED BY COUNTY:

- **3, 5 or 7 depending on how the district was created. Some districts may also lie in more than one county**

TERM OF OFFICE:

- **A staggered 3 years commencing the first Monday in May**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Advice and consent authority to appoint, re-appoint, and fill trustee vacancies**
- **Authority to approve trustee's bond**

DUTIES OF TRUSTEES:

- **Exercise all of the powers and control all the affairs and property of such district**
- **May appoint and enter into a multi-year contract not exceeding 3 years with a fire chief and may appoint any firemen that may be necessary for the district**
- **Prescribe the duties and fix the compensation of all the officers and employees of the fire protection district**
- **Execute a note or notes and to execute a mortgage or trust deed to secure the payment of such note or notes; such trust deed or mortgage shall cover real**

estate, or some part thereof, or personal property owned by the district and the lien of the mortgage shall apply to the real estate or personal property so mortgaged by the district, and the proceeds of the note or notes may be used in the acquisition of personal property or of real estate or in the erection of improvements on such real estate.

- Purchase either real estate or personal property to be used for the purposes of the fire protection district through contracts which provide for the consideration for such purchase to be paid through installments to be made at stated intervals during a certain period of time, but, in no case, shall such contracts provide for the consideration to be paid during a period of time in excess of 25 years.

- Provide for the benefit of its employees, volunteer firemen and paid firemen, group life, health, accident, hospital and medical insurance, or any combination thereof; and to pay for all or any portion of the premiums on such insurance.

- Award monetary incentives, not to exceed $ 240 per year, to volunteer firefighters of the district based on the length of service.

- Change the corporate name of the fire protection district by ordinance provided that notification of any change is given to the circuit clerk and the Office of the State Fire Marshal.

- Impose reasonable civil penalties on individuals who repeatedly cause false fire alarms.

- Pass all necessary ordinances, and rules and regulations

STATUTORY AUTHORITY: **70 ILCS 705/0.01 *et. seq.***

PUBLIC WATER DISTRICT TRUSTEES

QUALIFICATIONS:

- **Must be a resident of the county or, in the case of multiple county districts, be a resident of the county entitled to such representation.**

NUMBER OF TRUSTEES APPOINTED BY COUNTY:

- **3, 5 or 7 as determined by the court. In the case of multiple county districts, the number of trustees who are residents of a county shall be in proportion, as nearly as practicable, to the number of residents of the entire district who reside in that county in relation to the total population of the district**

TERM OF OFFICE:

- **Staggered 5 year terms commencing the first Monday in May**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Advice and consent authority to appoint, re-appoint and fill trustee vacancies.**
- **Authority to approve trustee's bond**

DUTIES OF TRUSTEES:

- **May receive salaries and participate in IMRF**
- **May hire an attorney, engineer, and general manager**
- **May levy taxes if approved by referendum**
- **Authority to acquire land by condemnation or annexation**
- **Authority to sell and dispose of property**

- **May issue boil orders**
- **May construct, maintain and extend water mains along public highways**
- **May supply water outside its corporate limits**
- **May enter into contracts, issue revenue bonds, and establish rates and charges for use of water and sewer**

STATUTORY AUTHORITY: 70 ILCS 3705/0.01 *et. seq.*

BLOOMINGTON-NORMAL AIRPORT AUTHORITY COMMISSIONERS

QUALIFICATIONS:

- The 3 County Board appointees must reside within the territory of the Airport Authority. The City of Bloomington appointee must reside within the City of Bloomington. The Town of Normal appointee must reside within the Town of Normal
- Commissioners shall not have a financial interest in the Airport Authority
- Commissioners shall not be members, officers or employees of any other unit of local government or an elected official of the State or Federal government

NUMBER OF COMMISSIONERS APPOINTED BY COUNTY:

- 3 of the 5

TERM OF OFFICE:

- Staggered 5 year terms commencing the first day of May

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- Advice and consent authority to appoint, re-appoint, and fill Commissioner vacancies.

DUTIES OF COMMISSIONERS:

- May receive salaries and be reimbursed for expenses
- Establish and maintain a public airport and construct offices, hangers, and other facilities
- Maintain a security force for police and fire protection

- **Establish rules and regulations for operation of the airport**
- **Establish rentals, charges, tolls and fees for use of airport**
- **Remove airport hazards that may interfere with safe landings and take offs**
- **Restrict the height of structures within the airport vicinity**
- **May enter into a lease with the Public Building Commission**
- **May levy taxes if approved by referendum**
- **Authority to acquire land by condemnation or annexation**
- **Authority to sell and dispose of property**
- **Authority to issue revenue bonds**

STATUTORY AUTHORITY: 70 ILCS 5/0.01 *et. seq.*

BLOOMINGTON - NORMAL WATER RECLAMATION DISTRICT TRUSTEES

QUALIFICATIONS:

- **Must be a resident of the district**

NUMBER OF TRUSTEES APPOINTED BY COUNTY:

- **3 of 3. However, not more than 2 trustees shall be from one incorporated municipality.**

TERM OF OFFICE:

- **Staggered 3 year terms commencing on the first Monday in May**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Advice and consent authority to appoint, re-appoint, and fill trustee vacancies.**
- **Authority to approve trustee's bond**

DUTIES OF TRUSTEES:

- **May hire a CEO, attorney, treasurer and other officers**
- **May receive compensation**
- **May change the name of the district**
- **May hire employees to manage operations of the district**
- **To pass all necessary ordinances, rules and regulations to manage and conduct the business of the district. Imposition of fines also possible**
- **May enter into intergovernmental agreements to receive an dispose of sewage**

- **May enter into a lease with a Public Building Commission**
- **May acquire comprehensive insurance for the district**
- **Shall have power to collect and dispose of sewage by constructing and maintaining pipes and facilities**
- **May issue bonds for sewage purposes**
- **May levy and collect taxes**
- **May condemn and acquire property by eminent domain**
- **May annex or contiguous, unincorporated property**
- **May disconnect property from the district**
- **May petition the court to dissolve the district**

STATUTORY AUTHORITY : 70 ILCS 2405/0.1 *et. seq.*

BOARD OF DIRECTORS FOR THE McLEAN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY

QUALIFICATIONS:

- None

NUMBER OF DIRECTORS:

- 3

TERM OF OFFICE:

- Staggered 3 year terms commencing the first day of July

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- Advice and consent authority to appoint, re-appoint, and fill director vacancies.

DUTIES OF BOARD OF DIRECTORS:

- Shall have exclusive control of all money paid into the fund for persons with a developmental disability
- May be reimbursed for expenses
- Establish rules to administer the Act
- Report to the Circuit Court a detailed statement of their administration
- Establish and maintain facilities for care and treatment persons with developmental disabilities

- **Acquire real and personal property by purchase, lease or gift**
- **Collect reasonable charges for care of persons outside the county**
- **Impose maintenance charges upon the estate of persons receiving benefits**
- **Adhere to the rules and regulations imposed by the Illinois Department of Human Services**

STATUTORY AUTHORITY: 55 ILCS 105/0.01 *et. seq.*

SANITARY DISTRICT TRUSTEES

QUALIFICATIONS:

- **Must be a resident of the district**

NUMBER OF TRUSTEES APPOINTED BY COUNTY:

- 3

TERM OF OFFICE:

- **Staggered 3 year terms commencing on the first Monday in June**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Advice and consent authority to appoint, re-appoint, and fill trustee vacancies.**
- **Authority to approve trustee's bond**

DUTIES OF TRUSTEES:

- **May hire an attorney, engineer, and treasurer**
- **May hire employees to manage operations of the district**
- **To pass all necessary ordinances, rules and regulations to manage and conduct the business of the district. Imposition of fines also possible**
- **May provide insurance to trustees and employees**
- **Shall have power to collect and dispose of sewage by constructing and maintaining pipes and facilities**
- **May issue bonds for sewage purposes**
- **May levy and collect taxes**

- **May condemn and acquire property by eminent domain**
- **May annex or contiguous, unincorporated property**
- **May disconnect property from the district**

STATUTORY REFERENCE: 70 ILCS 2805/0.1 *et. seq.*

STREET LIGHT DISTRICT TRUSTEES

QUALIFICATIONS:

- **Must be a resident of the county or, in the case of multiple county districts, be a resident of the county entitled to such representation.**

NUMBER OF TRUSTEES APPOINTED BY COUNTY:

- **3. In the case of multiple county districts, the number of trustees who are residents of a county shall be in proportion, as nearly as practicable, to the number of residents of the entire district who reside in that county in relation to the total population of the district**

TERM OF OFFICE:

- **Staggered 3 year terms commencing the first Monday in May**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Advice and consent authority to appoint and re-appoint trustees. However, the Circuit Court fills vacancies that occur during a trustee's term of office**
- **Authority to approve trustee's bond**

DUTIES OF TRUSTEES:

- **To be prescribed by the Board of Trustees**
- **Compensation to be prescribed by the Board of Trustees**
- **To pass all necessary ordinances, rules and regulations to manage and conduct the business of the district**

STATUTORY AUTHORITY: 70 ILCS 3305/0.01 *et. seq.*

EAST CENTRAL ILLINOIS AREA AGENCY ON AGING "AREA 5" CORPORATE BOARD MEMBERS

QUALIFICATIONS:

- **Per the Agency's by-laws, at least 51% of the corporate board must be 60 years of age or older**
- **Per the Agency's by-laws, members must be selected from groups of older persons, elected officials or their representatives, minority groups, low income groups and concerned individuals**

NUMBER OF MEMBERS APPOINTED BY COUNTY:

- **2 of the 20 members are recommended by the County Board to serve on the Agency's corporate board. 1 member must be from an urban area and 1 member must be from a rural area**

TERM OF OFFICE:

- **Staggered 3 year terms, but no member may serve more than 2 consecutive terms**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Authority to recommend 2 corporate board members to the Agency's nominating committee per the by-laws**

DUTIES OF AGENCY'S CORPORATE BOARD MEMBERS:

- **Develop a comprehensive and coordinated service delivery system for social and nutrition services**
- **Define the special needs of minority senior citizens**

- **Enter into cooperative arrangements to facilitate access to and utilization of all existing services, including but not limited to, transportation, volunteer programs, senior companion programs, supplementary health services, leisure time activities, housing and employment counseling, and benefits advocacy**

STATUTORY AUTHORITY: 20 ILCS 105/1 *et. seq.* and federal Older Americans Act

EMERGENCY TELEPHONE SYSTEM BOARD MEMBERS

QUALIFICATIONS:

- **At least 3 must be representatives of 9-1-1 public safety agencies appointed on the basis of their ability or experience and 1 must be a public member who resides within the 9-1-1 coverage area.**

NUMBER OF MEMBERS APPOINTED BY COUNTY:

- **County Ordinance requires that the following 9 members be appointed:**

  A representative of the McLean County Sheriff's Department

  A representative of the Bloomington Police Department

  A representative of the Normal Police Department

  One person engaged in directing or coordinating Emergency Medical Services

  One person representing the McLean County Firemen's Association

  Three persons representing community public safety agencies exclusive of Bloomington and Normal, Illinois

  One member of the public who is a resident of the local exchange service territory on the basis of that person's ability or experience

TERM OF OFFICE:

- **Three staggered 4 year terms**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Advice and consent authority to appoint, re-appoint, remove and fill member vacancies.**

DUTIES OF MEMBERS:

- **Planning a 9-1-1 system**
- **Coordinating and supervising the implementation, upgrading or maintenance of the system, including the establishment of equipment specifications and coding systems**
- **Receiving monies from the surcharge imposed under the Act and from any other source, for deposit into the Emergency Telephone System Fund**
- **Authorizing all disbursements from the Emergency Telephone System Fund**
- **Hiring any staff necessary for the implementation or upgrade of the system**
- **Such other powers and duties as may be granted or imposed by statute, now in effect or as may be amended in the future**

STATUTORY AUTHORITY: 50 ILCS 750/15.4

COUNTY FARMLAND ASSESSMENT REVIEW COMMITTEE MEMBERS

QUALIFICATIONS:

- **The County appointees must be farmers. The other statutory members are the Supervisor of Assessments and Chairman of the Board of Review**

NUMBER OF MEMBERS APPOINTED BY COUNTY:

- **3 of the 5**

TERM OF OFFICE:

- **Indefinite**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **The 3 members are appointed by the Chairman of the County Board**
- **The County Board may fix the compensation of the members for attending meetings**

DUTIES OF COMMITTEE MEMBERS:

- **Meet on or about May 1 of each year soliciting public input to consider the Supervisor of Assessments' farmland valuation procedures and the equalized assessed valuations by productivity index to be used for the next assessment year**
- **Meet on or about June 1 of each year to hold a public hearing on the equalized assessed valuations of farmland proposed by the Illinois Department of Revenue and the implementation of the Supervisor of Assessments' farmland valuation procedures. If the Committee objects, it shall make alternate recommendations to the Illinois Department of Revenue by August 1.**

- **If the Illinois Department of Revenue rules against such alternate recommendations, the Committee may appeal to the Illinois Property Tax Appeal Board. The decision of the Illinois Property Tax Appeal Board is final and not appealable.**

STATUTORY AUTHORITY: 35 ILCS 200/10-120

FINE ARTS REVIEW COMMITTEE MEMBERS

QUALIFICATIONS:

- **The 2 County Board appointees must be familiar with the local area and knowledgeable in matters of art. The other members are the designing architect, the Chairman of the Illinois Arts Council, the Director of the Illinois State Museum, and one person selected by the Mayor of the municipality in which the project is located.**

NUMBER OF MEMBERS APPOINTED BY COUNTY:

- **2 of the 6**

TERM OF OFFICE:

- **From appointment until the Committee's recommendations are made**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **If the project is financed in whole or in part by State funds and is located in McLean County, then the County Board shall have authority to appoint 2 members to the Committee**

DUTIES OF MEMBERS:

- **After conducting a study as it deems necessary, it shall recommend 3 artists or works of art for the project, in order of preference, to the Illinois Capital Development Board**

- **Shall have its necessary expenses paid by the Illinois Capital Development Board**

STATUTORY AUTHORITY: 20 ILCS 3105/14

CEMETERY ASSOCIATION TRUSTEES

QUALIFICATIONS:

- **Two-thirds of the trustees shall be suitable persons residing within 15 miles of the cemetery. The remaining one-third of the trustees may be suitable persons interested in the cemetery association through family interments or otherwise who are Illinois citizens**

NUMBER OF TRUSTEES APPOINTED BY COUNTY:

- **6-10 depending on how the association was created**

TERM OF OFFICE:

- **Staggered 6 year terms as determined by the association**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Advice and consent authority to appoint, re-appoint, and fill trustee vacancies.**

DUTIES OF TRUSTEES:

- **Authority to acquire land by purchase, gift or condemnation**
- **Receive and administer endowments for care of cemetery as well as Federal grants**
- **Divide and lay out burial lots and sell them for burial purposes**
- **May convey property and control thereof to local governments**
- **May enact reasonable rules for the cemetery**
- **May make loans**
- **Prepare an annual report for filing with the State Comptroller**

STATUTORY REFERENCE: **805 ILCS 320/0.01 *et. seq.***

LAW AND JUSTICE COMMISSION MOBILE TEAM UNIT #8 ADVISORY BOARD

QUALIFICATIONS:

- **Must be a County Board member. Other statutory members are the Sheriff, Chiefs of Police, Mayors, and Director, Chairman or appointed member of the Illinois Law Enforcement Training Standards Board**

NUMBER OF MEMBERS APPOINTED BY COUNTY:

- **1. The Advisory Board shall determine the actual number and composition**

TERM OF OFFICE:

- **Statute is silent**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Statute is silent, but traditionally the appointment is made by the County Board Chairman**

DUTIES OF COMMITTEE MEMBERS:

- **To incorporate as a general not-for-profit corporation or other appropriate structure under Illinois law**
- **To adopt By-Laws and Operating Procedures**
- **To designate a Financial Officer who is an elected local government official**
- **To employ a coordinator and to approve the employment of such other full or part-time staff as may be required**
- **To develop and approve the total budget for the Mobile Team annually**
- **To determine equitable formulae for providing the local share of cost of the Mobile Team, and to assure receipt of such funds from participating units of local government**

- **To oversee the development of training programs, the delivery of training, and the proper expenditure of funds**

- **To carry out such other actions or activities appropriate to the operation of the Mobile Team including but not limited to contracting for services and supplies, and purchase of furniture, fixtures, equipment and supplies**

- **To exercise all other powers and duties as are reasonable to fulfill its functions in furtherance of the purposes of the law**

STATUTORY AUTHORITY: **50 ILCS 720/1 *et. seq.***

McLEAN COUNTY BOARD OF HEALTH MEMBERS

QUALIFICATIONS:

- **At least 2 members shall be physicians licensed in Illinois**
- **At least 1 member shall be a dentist licensed in Illinois**
- **1 member shall be a member of the McLean County Board**
- **Whenever possible, at least one member shall have experience in the field of mental health**
- **All members must be residents of McLean County, except for the members who are required to be physicians and the member who is required to be a dentist, but only if no physician or dentist, as applicable, who resides in McLean County is willing to serve**
- **All members shall be chosen for their special fitness for membership on the Board of Health**

NUMBER OF MEMBERS APPOINTED BY COUNTY:

- **8**

TERM OF OFFICE:

- **Staggered 3 year terms commencing on the first day of July**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Advice and consent authority to appoint, re-appoint, and fill member vacancies.**

- **Advice and consent authority to remove a member for misconduct or neglect of duty**

- **Advice and consent authority to remove a Director on the basis of misconduct or neglect of duty**

DUTIES OF MEMBERS:

- **Enforce and observe all laws pertaining to the preservation of health**

- **Investigate the existence of any contagious or infectious disease and adopt measures, not inconsistent with the regulations of the State Department of Public Health, to arrest the progress of the same**

- **Make all necessary sanitary and health investigations and inspections**

- **Upon request, give professional advice and information to all city, village, incorporated town and school authorities, within its jurisdiction, in all matters pertaining to sanitation and public health**

- **Appoint a medical health officer or public health administrator who shall possess such qualifications as may be prescribed by the State Department of Public Health as the executive officer for the department**

- **Appoint such other officers and employees as may be necessary**

- **Prescribe the powers and duties of all officers and employees, fix their compensation, and authorize payment of the same and all other department expenses from the County Health Fund of the county**

- **Submit an annual budget to the county board**

- **Submit an annual report to the county board explaining all of its activities and expenditures**

- **Establish and carry out programs and services in mental health, including mental retardation and alcoholism and substance abuse**

- **Consult with all other private and public health agencies in the county in the development of local plans for the most efficient delivery of health services.**

- **May initiate and carry out programs and activities of all kinds, not inconsistent with law, that may be deemed necessary or desirable in the promotion and protection of health and in the control of disease**

- **May receive contributions of real and personal property**

- **May recommend to the county board the adoption of such ordinances and of such rules and regulations as may be deemed necessary or desirable for the promotion and protection of health and control of disease**

- **May appoint a medical and dental advisory committee and a non-medical advisory committee to the health department**

- **May enter into contracts with the State, municipalities, other political subdivisions and non-official agencies for the purchase, sale or exchange of health services**

- **May set fees it deems reasonable and necessary to provide services or perform regulatory activities**

- **May enter into multiple year employment contracts with the medical health officer or public health administrator as may be necessary for the recruitment and retention of personnel and the proper functioning of the health department.**

STATUTORY REFERENCE: 55 ILCS 5/5-25012 *et. seq.*

McLEAN COUNTY BOARD OF REVIEW MEMBERS

QUALIFICATIONS:

- **Must be a citizen of the county**
- **Must have experience and training in property appraisal and property tax administration**
- **Must pass an examination administered by the Illinois Department of Revenue to determine competency to hold office**

NUMBER OF MEMBERS APPOINTED BY COUNTY:

- **3. 2 of the members must be affiliated with the political party polling the highest vote for any county office in McLean County and 1 of the members must be affiliated with the political party polling the second highest vote for the same county office in McLean County at the last general election prior to any appointment**

TERM OF OFFICE:

- **2 years commencing on June 1 of the year of appointment and until their successors are appointed and qualified**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Advice and consent authority to appoint, re-appoint and fill member vacancies**
- **Determine the salary of Board of Review members**

DUTIES OF BOARD MEMBERS:

- **Review the real estate assessments made by the McLean County Supervisor of Assessments**
- **Receive and hear assessment complaints filed by taxpayers and taxing bodies**
- **Summon any assessor to appear and be examined under oath concerning the method by which an assessment is made**
- **Direct the McLean County Supervisor of Assessments to assess properties which may have been omitted**
- **Equalize the assessed value determined by the McLean County Supervisor of Assessments if property in McLean County is not 33 1/3% of total fair cash value**
- **Review correct and equalize reassessments ordered by the Illinois Department of Revenue**
- **Issue certificates of error for mistakes and errors in assessment**
- **When its work is complete, certify the annual assessment books and deliver them to the McLean County Supervisor of Assessments and McLean County Clerk**

STATUTORY AUTHORITY: 35 ILCS 200/6-5 *et. seq.*

BLOOMINGTON/NORMAL AREA ECONOMIC DEVELOPMENT COUNCIL BOARD OF DIRECTORS

QUALIFICATIONS:

- **Per Intergovernmental Agreement**

NUMBER OF DIRECTORS APPOINTED BY COUNTY:

- **1 of the 7 along with the County Board Chairman as an ex-officio member**

TERM OF OFFICE:

- **2 years**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **One Director is appointed by the County Board**

DUTIES OF DIRECTORS:

- **Per Intergovernmental Agreement**

AUTHORITY: Article VII, Section 10 of the Illinois Constitution

McLEAN COUNTY EXTENSION BOARD

QUALIFICATIONS:

- **May be members of the McLean County Board**

NUMBER OF MEMBERS APPOINTED BY COUNTY:

- **3 of the 7**

TERM OF OFFICE:

- **1 year commencing December 1**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Advice and consent authority to appoint, re-appoint, and fill member vacancies.**
- **Levies an annual tax for cooperative extension service programs in McLean County**

DUTIES OF MEMBERS:

- **Shall annually review and prepare its budget for cooperative extension service educational programs**
- **Certify funds needed from the McLean County Board for such programs**
- **Establish policies and procedures for the effective functioning of the board**
- **Present an annual report to the McLean County Board**

STATUTORY REFERENCE: 505 ILCS 45/7 *et. seq.*

McLEAN COUNTY HOUSING AUTHORITY COMMISSIONERS

QUALIFICATIONS:

- **Must be a resident of the McLean County**
- **May be an elected official, however, no more than 2 elected officials may serve at the same time**

NUMBER OF COMMISSIONERS APPOINTED BY COUNTY:

- **5**

TERM OF OFFICE:

- **Staggered 5 year term**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Advice and consent authority to appoint, re-appoint and fill Commissioner vacancies**

DUTIES OF COMMISSIONERS:

- **May appoint, prescribe the duties for, and pay compensation to a chief executive officer, engineering, architectural and legal assistants as well as other employees**
- **May investigate living and housing conditions in the area**
- **May provide for the construction, improvement, repair and operation of housing projects**
- **May enter into leases for housing accommodations and acquire property by eminent domain**

- **May borrow money, accept contributions and grants, and issue revenue bonds to finance housing projects**
- **Conduct investigations into housing conditions of the area**
- **May operate a housing referral service**
- **Make an annual report to the McLean County Board which shall include a financial statement**

STATUTORY AUTHORITY: 310 ILCS 10/3 *et. seq.*

McLEAN COUNTY REGIONAL PLANNING COMMISSION MEMBERS

QUALIFICATIONS:

- **Must be a resident of McLean County**

NUMBER OF COMMISSIONERS APPOINTED BY COUNTY:

- **11. 8 of the commission members are appointed on the following basis: 2 are nominated by the Town of Normal; 2 are nominated by the City of Bloomington; 1 is nominated by the Bloomington Normal Water Reclamation District; 1 is nominated by the Bloomington Normal Airport Authority; 1 is nominated by District 87 School District; and 1 is nominated by Unit 5 School District**

TERM OF OFFICE:

- **Staggered 3 year terms commencing the first of January**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Advice and consent authority to appoint, re-appoint and fill member vacancies**
- **May remove any of the 3 county members for cause, after a public hearing**

DUTIES OF COMMISSION MEMBERS:

- **Prepare a regional plan for land use development**
- **Appoint a planning coordinator and other employees**
- **Coordinate its plans and projects with other units of local government and contract with other local governments for specialized planning services**
- **Receive and expend funds and grants from federal, state and local governments**

STATUTORY AUTHORITY: 55 ILCS 5/5-14001 *et. seq.*

MID-CENTRAL COMMUNITY ACTION BOARD MEMBER

QUALIFICATIONS:

- **Must be an elected County Board member, currently holding public office, or his/her designee**

NUMBER OF MEMBERS APPOINTED BY COUNTY

- **Up to 2. State law permits as few as 15 and as many as 51 members total**

TERM OF OFFICE:

- **Determined by the Agency's by-laws**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Members are appointed by and serve at the pleasure of the County Board Chairman and can be removed by the said Chairman**

DUTIES OF MEMBERS:

- **Plan and carry out community action programs**
- **Address needs of low-income residents**
- **Work with other organizations to plan for, secure and administer financial assistance**
- **Initiate and sponsor a variety of projects and programs that are responsive to the needs of the poor**
- **Join with and encourage other organizations to develop new opportunities to reduce poverty**

STATUTORY AUTHORITY: 20 ILCS 625/1 *et. seq.*

PUBLIC AID COMMITTEE MEMBERS

QUALIFICATIONS:

- **Must be the Chairman of the County Board and 4 Township Supervisors of general assistance**
- **Not more than 3 of the 5 members shall be from the same political party**
- **At least 1 member shall be knowledgeable in the area of general assistance and the regulations of the Illinois Department pertaining thereto**

NUMBER OF MEMBERS APPOINTED BY COUNTY:

- **4**

TERM OF OFFICE:

- **2 year term**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **County Board Chairman appoints 4 Township Supervisors of general assistance with the advice and consent of the County Board**
- **County Board Chairman appoints 1 or more alternate members who are Township Supervisors of general assistance with the advice and consent of the County Board**
- **Provide facilities and means for the conduct of hearings at County's expense**
- **Pay members of the Public Aid Committee the compensation and expenses provided by law for attendance at meetings of the County Board**

DUTIES OF MEMBERS:

- **Conduct hearings on appeals of individuals who were denied general assistance, had their general assistance terminated, were granted an inadequate amount of general assistance, had their financial aid grant changed, canceled, revoked or suspended, or were subject to other adverse actions statutorily allowed**

STATUTORY AUTHORITY: 305 ILCS 5/11-8

PUBLIC BUILDING COMMISSION

QUALIFICATIONS:

- **Must be experienced in real estate, building construction or finance**
- **An officer or employee of a municipal corporation or county board which created the Public Building Commission is not disqualified from serving as a Commissioner**
- **Must not have a financial interest in the Commission or in any proposed contracts or proposed contracts, land, facilities or buildings**

NUMBER OF COMMISSIONERS APPOINTED BY COUNTY:

- **5 of the 9**

TERM OF OFFICE:

- **Staggered 5 year terms commencing on the first day in October**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Advice and consent authority to appoint, re-appoint, and fill commissioner vacancies.**
- **Certificates of appointment must be filed in the County Recorder's Office**
- **Approval authority for sites selected by the commission for county projects**

DUTIES OF COMMISSIONERS:

- **Locate and select sites to be used for municipal and county purposes for buildings, public improvements and other facilities**
- **To acquire fee simple title to real estate for a public use and public purpose and have eminent domain power to effect same**

- **To demolish, repair, alter or improve any buildings and to erect new buildings, improvements and facilities for use by local government in the furnishing of essential government services**

- **To furnish and equip such buildings, improvements and facilities**

- **To maintain and operate such buildings, improvements and facilities**

- **To pave and improve streets, sidewalks, sewers, water pipes and other similar improvements**

- **To make provisions for off-street parking facilities**

- **To employ personnel and enter into contracts and leases to carry out the purposes of the Commission**

- **To borrow money and sell revenue bonds for the purpose of acquiring, erecting, demolishing, improving, altering, equipping, repairing, maintaining and operating buildings and other sites and facilities**

- **Provide relocation assistance payments to persons displaced by a commission project**

STATUTORY REFERENCE: 50 ILCS 20/5 *et. seq.*

SHERIFF'S AUXILIARY DEPUTIES

QUALIFICATIONS:

- **Must be a U.S. citizen and a resident of McLean County**
- **Cannot be a regular certified deputy**
- **Must not have been convicted of a felony or other crime involving moral turpitude**

NUMBER OF AUXILIARY DEPUTIES APPOINTED BY COUNTY:

- **Such number as deemed necessary by the County Board. However, such number shall not increase if vacancies exist within the certified ranks of the Sheriff's Department**

TERM OF OFFICE:

- **Indefinite**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Sheriff appoints with the advice and consent of the County Board**

DUTIES OF AUXILIARY DEPUTIES:

- **Aid and direct traffic within the county**
- **Aid in control of natural and man-made disasters**
- **Aid in case of civil disorder**
- **Perform regular and normal duties of a certified deputy ONLY in the case of an emergency and ONLY if assigned and directed to do so by the Sheriff**

- **Carry firearms ONLY with the Sheriff's permission and ONLY while in uniform and in the performance of their assigned duties AFTER completing a course of training in the use of firearms**

STATUTORY AUTHORITY: 55 ILCS 5/3-6012, 5/3-6013 & 5/3-6033

McLEAN COUNTY SHERIFF'S OFFICE MERIT COMMISSION

QUALIFICATIONS:

- **No more than 3 Commissioners may be affiliated with the same political party**

NUMBER OF COMMISSIONERS APPOINTED BY COUNTY:

- **5**

TERM OF OFFICE:

- **Staggered 6 year terms commencing on the first day in January**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Appointments made by the McLean County Sheriff are subject to the advice and consent of the majority of the membership of the McLean County Board for all appointments, re-appointments, and vacancies.**

- **If the McLean County Sheriff fails to appoint a person to fill a vacancy within 30 days, the McLean County Board Chairman shall make the appointment subject to the advice and consent of the majority of the membership of the McLean County Board**

- **McLean County Board may bring written charges against a Commissioner for palpable incompetence or malfeasance in office which shall be heard before a Board of Hearings made up of the Chief Judge and 2 other Circuit Judges with the longest tenure**

DUTIES OF COMMISSIONERS:

- **Pursuant to recognized principles of public employment, the Commission shall certify names of eligible persons for employment and promotion**

- **Hold hearings upon the complaint of the Sheriff to discipline, demote or discharge deputies and correctional officers for cause**

- **Pursuant to recognized principles of public employment, formulate and adopt rules and regulations for its operation and transaction of business**

- **Set standards, minimum requirements, and qualifications for each class of certified Sheriff's employee**

- **Conduct examinations and investigations during its review of applications**

- **Certify a list of qualified employment candidates to the McLean County Sheriff**

STATUTORY REFERENCE: 55 ILCS 5/3-8003 *et. seq.*

TUBERCULOSIS CARE AND TREATMENT BOARD OF DIRECTORS

QUALIFICATIONS:

- **At least 1 Director must be a licensed physician**
- **All Directors must be chosen with reference to their special fitness for such office**

NUMBER OF DIRECTORS APPOINTED BY COUNTY:

- **5**

TERM OF OFFICE:

- **Staggered 3 year terms commencing on the first day of July**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Advice and consent authority to appoint, re-appoint, and fill Director vacancies.**
- **Advice and consent authority to remove a Director on the basis of misconduct or neglect of duty**

DUTIES OF DIRECTORS:

- **Make and adopt by-laws, rules and regulations for their own guidance and for the care and treatment of persons afflicted with tuberculosis**
- **Provider out-patient clinical and follow-up services to tuberculosis patients**
- **Have exclusive control of the expenditure of moneys collected and appropriated to the credit of the tuberculosis care and treatment fund**

- **Use such fund for the care and treatment of persons afflicted with tuberculosis**

- **Enter into agreements with public or private health agencies to provide case-finding services and out-patient clinical and follow-up care**

STATUTORY REFERENCE: 55 ILCS 5/5-23007 *et. seq.*

McLEAN COUNTY ZONING BOARD OF APPEALS MEMBERS

QUALIFICATIONS:

- **Must be a resident of separate townships in McLean County at the time of their appointment**

NUMBER OF MEMBERS APPOINTED BY COUNTY:

- **5 members plus 2 alternate members who only serve in the absence of regular members**

TERM OF OFFICE:

- **Staggered 5 year terms**

OVERSIGHT AUTHORITY OF COUNTY BOARD:

- **Advice and consent authority to appoint, re-appoint and fill member vacancies**
- **May remove any member for cause, after a public hearing**
- **Determine the per diem compensation and mileage allowance for members**

DUTIES OF BOARD MEMBERS:

- **Hear and decide appeals from decisions or determinations made by the McLean County Building & Zoning Office as well as requests for zoning variances**
- **Hear and recommend the disposition of requests for special use permits, text amendments and map amendments**
- **Administer oaths and compel the attendance of witnesses at hearings**

STATUTORY AUTHORITY: 55 ILCS 5/5-12010 *et. seq.*