

VILLAGE OF STEGER
JOB DESCRIPTIONS WORKSHOP MINUTES
MONDAY, NOVEMBER 12, 2012 5:00 P.M.

The Board of Trustees convened this Job Descriptions Workshop at 5:00 P.M. on this 12th day of November, 2012 in the Municipal Building of the Village of Steger with President Sherman in the Chair and presiding and Village Clerk Carmen S. Recupito, Jr. attending.

The Village Clerk called the roll and the following Trustees were present: Seehausen, Banicki, Kozy, Lopez, Perchinski and Peterson. Also present were Code Enforcement Officers Edward Myers and Butch Brown.

DEPARTMENT HEADS' JOB DESCRIPTIONS

Discussion by the Board regarding Job Descriptions and Annual Review Forms for the Steger Police Chief, Superintendent of Public Works and Project Manager. Changes were made to the drafted job descriptions with input by all Trustees. Trustee Peterson will make the necessary changes to job descriptions and return edited copies to the Trustees for approval, before finalizing.

ADJOURNMENT

There being no further business to discuss, Trustee Perchinski moved that the meeting adjourn. Trustee Seehausen seconded the motion. Voice vote; all ayes. Motion carried.

MEETING ADJOURNED AT 6:18 pm

Louis Sherman

Carmen S. Recupito, Jr., Village Clerk