RESOLUTION NO. 2026-17

A RESOLUTION APPROVING THE APPOINTMENT OF A DEPUTY VILLAGE ADMINISTRATOR

WHEREAS, Ordinance No. 2024-07, adopted September 10, 2024, added Section 1-7-1(D) to the Village Code, establishing the position of Deputy Village Administrator and providing for appointment by the Village President with the consent of a majority of the Board of Trustees; and

WHEREAS, Village President Trevor J. Clatfelter has selected Craig Bangert for appointment as Deputy Village Administrator, and the Board of Trustees desires to consent to and confirm the appointment;

NOW, THEREFORE, BE IT RESOLVED BY the President and Board of Trustees of the Village of Sherman, Sangamon County, Illinois, as follows:

SECTION 1 APPROVAL OF APPOINTMENT. The Board of Trustees hereby consents to, approves, and confirms the Village President's appointment of Craig Bangert as Deputy Village Administrator, effective November 2, 2026. The Deputy Village Administrator shall serve at the Village President's will, consistent with Section 1-7-1(D) of the Village Code and applicable law.

SECTION 2 REPORTING AND SUPERVISION. The Deputy Village Administrator shall report directly to the Village President and Village Administrator. The Village Administrator shall direct daily activities in accordance with Section 1-7-1(D) of the Village Code.

SECTION 3 GENERAL SCOPE OF DUTIES/ROLES. The general duties and roles of the appointed position are made part of this resolution as appendix A.

SECTION 3 EMPLOYMENT STATUS AND COMPENSATION. The Deputy Village Administrator shall serve on a part-time basis at annual compensation of $24,300 and shall be assigned to work no more than 950 hours annually.

SECTION 4 IMPLEMENTATION. The Village President, Village Administrator, and Village Clerk are authorized to take the administrative actions necessary to implement this appointment. The Clerk shall retain this Resolution in the official Village records.

SECTION 5 EFFECTIVE DATE. This Resolution shall take effect upon passage and approval. The appointment shall commence on the effective date stated in Section 1, subject to any qualification or oath required by law.

ADOPTED by the Board of Trustees of the Village of Sherman, Sangamon County, Illinois, this 2nd day of November, 2026, by the following roll-call vote:

ROLL CALL VOTE

BOARD MEMBER	YES	NO	ABSENT	PRESENT
FOX	✓			
GRAY			✓	
HAHN			✓	
LONG	✓			
SCHULTZ	✓			
SHERROCK	✓			
CLATFELTER	✓			
TOTALS	5	0	2	0

APPROVED this 2nd day of November, 2026.

VILLAGE OF SHERMAN, ILLINOIS



Trevor J. Clatfelter, Village President

ATTEST:

Michael Stratton, Deputy Village Clerk

DEPUTY VILLAGE ADMINISTRATOR

Position: Deputy Village Administrator

Department: Village Administration

Reports to: Village Administrator/Mayor

Employment status: Part-Time (less than 999 hours annually)

Compensation: $24,300 Annually – Paid Once Per Month ($2,025) under Village Payroll System

Position Summary

Assist the Village Administrator with municipal communications, organizational planning, development of Village programs and services, and other assigned administrative tasks. Work with Village departments to provide accurate public information, support operational improvements, and complete assignments under the direction of the Village Administrator.

Primary Duties and Responsibilities

Primary duties include, but are not limited to, the following:

Quarterly Village newsletter. Assist in preparing, publishing, and delivering a quarterly newsletter on Village matters. Gather departmental updates; draft and edit articles; obtain or take photographs and prepare captions; coordinate layout and review; and arrange printed or electronic distribution as directed.

Emergency Management and Departmental Reorganization. Assist in developing short-term and long-term reorganization plans for the Village's emergency management division and other departments as requested. Review current responsibilities and operational needs, research options, and help prepare recommendations and implementation schedules for consideration by the Village Administrator and appropriate Village officials.

Village website. Assist in updating the Village website, including announcements, meeting information, departmental information, programs, services, and community events. Coordinate content with Village staff and keep assigned information current and accurate.

Social media administration. Assist in the continuing administration and updating of official social media accounts for all Village departments. Prepare and coordinate approved posts, photographs, announcements, and service updates; monitor assigned accounts; and refer questions or concerns to appropriate staff in accordance with Village policies.

Village programs and services. Assist in developing, evaluating, and improving key programs and services provided by or through the Village. Support research, departmental coordination, public outreach, implementation, and progress reporting as assigned.

Student awards and honors program. Assist the Village Administrator in developing and implementing a Village awards and honors program recognizing WHS and WJHS students for athletic and academic achievements. Coordinate with school representatives to develop recognition criteria, gather nominations and verify achievements, prepare recognition materials, and help coordinate award presentations as directed.

Board and committee meetings. Attend meetings of the Village Board of Trustees and its committees as requested from time to time. Assist with supporting materials, provide updates on assigned work when requested, and complete related follow-up tasks.

New & Existing Resident Information. Assist in development and updating of resident information guide.

Local Business Guide. Assist in the development of local business guide to promote local businesses. Work closely with Sherman Chamber of Commerce and local businesses.

Acting Village Administrator. In the long term absence of the Village Administrator or as designated, serve in the role as Village Administrator with same duties and authorities as approved by the Mayor.

Other assigned duties. Perform other administrative duties, special projects, and related responsibilities as requested from time to time by the Village Administrator, consistent with the position's approved work schedule and annual limits.