

**TITLE 2  
ADMINISTRATION**

**CHAPTER 8  
TOWNSHIP DEPARTMENTS**

<u>SUBJECT</u>	<u>SECTION</u>
DEPARTMENT OF ADMINISTRATION .....	2-8-1
DEPARTMENT OF GENERAL ASSISTANCE .....	2-8-2
DEPARTMENT OF THE HEALTH SERVICE .....	2-8-3
DEPARTMENT OF YOUTH SERVICES.....	2-8-4
DEPARTMENT OF SENIOR SERVICES .....	2-8-5

**2-8-1. DEPARTMENT OF ADMINISTRATION.**

- A. Department Created. There is hereby created a Department of Administration.
  
- B. Management of Department. There is hereby created the office of Office Manager who shall be the head of the Department of Administration and shall report to the Township Board through the Finance and Administration Committee. In the absence of an Office Manager, the Township Supervisor shall be the head of the department and shall periodically report the activities of the department to the Township Board.
  
- C. Responsibilities. The Department of Administration shall be responsible for the following areas of Township Government:
  - 1. General oversight of township services as directed by the Board.
  - 2. Fiscal operations including purchasing and equipment.
  - 3. Disbursements as directed by the Board.
  - 4. Insurance.
  - 5. Administration of the Temporary Handicapped Placard program.
  - 6. Driver's Education Services. (2015 Code)

**2-8-2. DEPARTMENT OF GENERAL ASSISTANCE.**

- A. Department Created. There is hereby created the Department of General Assistance.
- B. Management of Department. There is hereby created the office of Director of General Assistance who shall be the head of the Department of General Assistance and shall report to and is employed at the sole discretion of the Supervisor, the Supervisor of general assistance pursuant to Illinois Compiled Statutes (60 ILCS 1/70-50).
- C. Responsibilities. The Department of General Assistance shall be responsible for the general oversight and administration of all General Assistance programs. (2015 Code)
- D. Conflict. In the event of any conflict between Sections 2-8-1 and 2-8-2 of this Code and state statutes, state statutes shall prevail.

**2-8-3. DEPARTMENT OF HEALTH SERVICES.**

- A. Department Created. There is established a Department of Health Services.
- B. Management of Department. There is created the Office of Health Service Director who shall be the head of the Department of Health Services and shall report to the Township Board through the Public Services and Health Committee.
- C. Responsibilities. The Department of Health Services shall be responsible for the following areas of Township Government:
  - 1. General management of the Health Service.
  - 2. Management of all services provided by the Township Health Service.
  - 3. Management of all Health Service fairs, lectures and programs.(2015 Code)

**2-8-4. DEPARTMENT OF YOUTH SERVICES.**

- A. Department Created. There is hereby created a department of Youth Services.
- B. Management of Department. There is hereby created the office of Director of Youth Services who shall be the head of the Department of Youth Services and shall report to the Township Board through the Public Services and Health Committee.
- C. Responsibilities. The Department of Youth Services shall be responsible for the following areas of Township Government:

1. General oversight of services offered by the Department.
2. Making recommendations to the Board for new and innovative services for youth. (2015 Code)

**2-8-5. DEPARTMENT OF SENIOR SERVICES.**

- A. Department Created. There is hereby created a department of Senior Services.
- B. Management of Department. There is hereby created the office of Director of Senior Services who shall be the head of the Department of Senior Services and shall report to the Township Board through the Public Services and Health Committee.
- C. Responsibilities. The Department of Senior Services shall be responsible for the following areas of Township Government:
  1. General oversight of services offered by the Department.
  2. Making recommendations to the Board for new and innovative services for senior citizens. (2015 Code)