October 29, 2014

AGENDA
meeting of the Sawyer County Organizational Development Committee
Assembly Room, Sawyer County Courthouse
October 31, 2014, 8:30 a.m.

01. Meeting agenda
02. Minutes of the October 23, 2014 meeting
03. Development of a position description for the Administrative Coordinator/Human
    Resource Director position and for County Board members
04. Development of County Board policies which include defining the functions of
    and relationship between the Administrative Coordinator/Human Resource
    Director position and members of the County Board
05. Other matters for discussion only

Km/

Kris Mayberry
Sawyer County Clerk
OUTLINE FOR ORGANIZATIONAL DEVELOPMENT COMMITTEE

The following is a general outline of tasks that the Organizational Development Committee (ODC) can consider in forming a timeline and agenda for the tasks it will undertake. This outline is merely a suggestion – there is no established formula for how the ODC accomplishes its mission.

I. ESTABLISHING THE ODC

A. Adopt mission/charge for ODC and ensure that County Board agrees with the mission/charge

B. Elect/appoint Chair of ODC

C. Establish regular monthly meeting schedule

D. Establish reporting protocol for reports to County Board
   1. Form of reports
   2. Form of policy recommendations/resolutions
   3. Frequency of reports

II. ODC DELIVERABLES

A. Establish what deliverables the ODC will produce and a timeline associated with the deliverables
   1. County Board member job description
   2. Administrative Coordinator/HR Director job description
   3. Internal county-wide audit to determine areas of need within the County
      a. Personnel
      b. Finance
      c. Administration
      d. Culture
   4. Board-Administration Linkage Policies
   5. Board Governance Policies
6. Ends Policies
7. Means Policies

B. Determine what, if any, resources will be needed in order to accomplish the deliverables
   1. Community member input
   2. Consultant/expert guidance and facilitation
   3. Sample policies and templates
   4. Budgetary commitment to ODC’s mission/charge

III. ESTABLISH LONG-TERM GOAL OF ODC

A. Consideration of Chief Governance Officer position
B. Consideration of additional mission/charge of ODC
   1. Strategic Planning
   2. Long-range budgetary planning
County Board Supervisor

General Definition of Work
St. Croix County is a body corporate of the State of Wisconsin. The County Board is the governing body of St. Croix County. Nineteen districts elect one supervisor each for a two-year term. The St. Croix County Rules and Bylaws outline the duties, powers and responsibilities of the County Board of Supervisors. Supervisors individually contribute to collaborative work setting strategic mission and priorities, conducting statutorily required functions, planning agendas and participating in meetings to build consensus and make broad policy decisions that support the strategic mission and priorities. Supervisors receive per diems for attendance at meetings as outlined in the Rules and Bylaws.

Qualification Requirements
Election by the majority of constituents in the Supervisor’s district of residency

Essential Functions
Attendance at County Board and designated Standing Committee or Board meetings
Set strategic mission and priorities which guide the County Administrator’s daily management of County affairs
Select the County Administrator
Monitor the County Administrator’s management of daily operations and implementation of policy
Contribute to achieving the county’s strategic mission by;
  • Providing financial oversight
  • Approving resolutions and ordinances including recommending legislation or action on pending legislation

Knowledge Skills and Abilities
Acknowledges the County Board’s influence and authority is as a group
Comfortable with decisions that affect many
Understands the County’s mission, priorities, challenges, needs and demographic
Understands the difference between governance and management
Understands the importance of distinguishing between personal opinions and County Board positions to the public and media
Strong communication skills
Knows when to listen and when to speak up, when to conclude a discussion, decide and move on
Consensus builder
Skilled at building community partnerships

Experience
Expertise in areas such as real estate, land development, law, banking, marketing, information technology, insurance, facilities, agriculture, education, corporate or non-profit management, strategic and financial planning, leadership, community service and any other life experience.

Other Requirements
High moral standard
Optimistic but realistic
Open to change
Distinguishes between the important and the unimportant
COUNTY BOARD SUPERVISOR PLEDGE

I, ____________________________, acknowledge the important responsibility of serving as a Supervisor of the St. Croix County Board and hereby pledge to carry out my roles with integrity, diligence and collegiality.

I acknowledge that the roles of a County Board Supervisor are:

1. To contribute to defining and achieving the County’s strategic mission;
2. To carry out the functions of a County Board Supervisor as stated in the rules and bylaws; and
3. To contribute to decisions that are in the best interest of the County.

These roles are separate and distinct from the role of the County Administrator who manages the daily implementation of the mission by staff.

My Commitment:

- To focus on activities and decisions that promote the County’s strategic mission to provide fiscally viable, accessible services with innovation and cooperation in all six priority areas.
- To serve on at least one standing committee or board and participate in the accomplishment of its strategic goals and priorities.
- To attend meetings of the board and committees on which I serve and to be prepared to discuss the agenda issues by reading the background material provided in advance.
- To represent the County in a positive and professional manner at all times.
- To consider the best interests of the County when exercising my personal freedoms as a citizen.
- To observe parliamentary procedures. To be courteous in all meetings. To discuss issues without personal attacks.
- To respect the opinions of my peers and work towards building consensus. To constructively participate in group discussion.
- To support decisions made by the board even if my position is in the minority.
- To refrain from voting on any issue that is a conflict of interest between my position as a County Board Supervisor and my personal life and/or business affiliations.
- To be supportive and respectful of all County staff, letting them carry out their responsibilities, acknowledging that they report to and are under the management of the County Administrator.

__________________________  ____________________________
Signature                                      Date
appointments to boards and commissions by the county administrator shall be subject to the confirmation of the county board.

(3) ADMINISTRATIVE SECRETARY TO COUNTY ADMINISTRATOR; STAFF. The county administrator may appoint an administrative secretary, and additional staff assistants, as necessary.

(4) COMPENSATION OF COUNTY ADMINISTRATOR AND STAFF. The board shall fix the compensation of the county administrator, the county administrator’s administrative secretary and the county administrator’s staff assistants.

(5) MESSAGE TO THE BOARD; SUBMISSION OF ANNUAL BUDGET. The county administrator shall annually, and otherwise as necessary, communicate to the board the condition of the county, and recommend such matters to the board for its consideration as the county administrator considers expedient. Notwithstanding any other provision of the law, the county administrator shall be responsible for the submission of the annual budget to the board.

(6) QUALIFICATIONS FOR APPOINTMENT. The county administrator shall be appointed solely on merit. In appointing the county administrator, the board shall give due regard to training, experience, administrative ability and general qualifications and fitness for performing the duties of the office, and no person shall be eligible to the office of county administrator, who is not by training, experience, ability and efficiency qualified and generally fit to perform the duties of such office. No weight or consideration shall be given by the board to residence, to nationality, or to political or religious affiliations.

(7) REMOVAL. The board may remove the county administrator at any time that the county administrator’s conduct of the county administration becomes unsatisfactory, and engage a successor. The action of the board in removing the county administrator shall be final.

(8) VACANCY, HOW FILLED. A vacancy in the office of the county administrator by reason of removal, resignation or other cause, shall be filled by appointment by majority vote of the board.


A county board can abolish the office of county administrator by majority vote.

61 Atty. Gen. 322.

Sub. (2) (b) transfers the authority to supervise the administration of county departments from boards and commissions to department heads appointed by the county administrator. Sub. (2) therefore entirely negates s. 59.70 (2) insofar as it provides that the board may “employ a system manager. In a county with a county administrator, the solid waste management board is partly an advisory body to the county administrator and to the county board and a policy-making body for the solid waste management department as a whole. OAG 1-12.

59.19 Administrative coordinator. In any county which has not created the office of county executive or county administrator, the board shall designate, no later than January 1, 1987, an elected or appointed official to serve as administrative coordinator of the county. The administrative coordinator shall be responsible for coordinating all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officials.

History: 1985 s. 29; 1995 s. 201 s. 103; Stats. s. 59.19.

A sitting member of a county board must resign the office of supervisor before being appointed to the permanent position of county administrative coordinator under this section. OAG 1-11.

59.20 County offices and officers. (1) ELIGIBILITY FOR COUNTY OFFICE. No person may file nomination papers as a candidate for, have his or her name placed on a ballot for election to, or hold a county elective office who is not an elector of the county. No person may file nomination papers as a candidate for, have his or her name placed on a ballot for election to, or hold the office of county supervisor who is not an elector of the supervisory district from which he or she is chosen.

(2) COUNTY OFFICERS; TERMS. (a) Beginning in 2008 and quadrennially thereafter, a register of deeds, county clerk, and county treasurer shall be chosen at the general election by the electors of each county for the term of 4 years. Except as provided in this paragraph, beginning in 2008 and quadrennially thereafter, a surveyor shall be chosen at the general election by the electors of each county in which the office of surveyor is filled by election, for the term of 4 years. No surveyor shall be elected in counties having a population of 500,000 or more. The regular term of office of each register of deeds, county clerk, county treasurer, and county surveyor shall commence on the first Monday of January next succeeding his or her election and shall continue 4 years and until his or her successor qualifies.

(b) Beginning in 2006 and quadrennially thereafter, a sheriff shall be chosen at the general election by the electors of each county for the term of 4 years. Except as provided in this paragraph, beginning in 2006 and quadrennially thereafter, a sheriff shall be chosen at the general election by the electors of each county in which there is a sheriff, for the term of 4 years. No coroner shall be elected in counties having a population of 500,000 or more or in counties in which a medical examiner system is instituted. The regular term of office of each sheriff and coroner shall commence on the first Monday in January next succeeding his or her election and shall continue 4 years and until his or her successor qualifies.

(bm) Beginning in 2006 and quadrennially thereafter, a clerk of circuit court shall be chosen at the general election for the term of 4 years by the electors of each county, subject to removal as provided by law. The regular term of office of each clerk of circuit court shall commence on the first Monday of January next succeeding his or her election and shall continue 4 years and until his or her successor qualifies.

(b) Beginning in 2006 and quadrennially thereafter, a clerk of circuit court shall be chosen at the general election for the term of 4 years by the electors of each county, subject to removal as provided by law. The regular term of office of each clerk of circuit court shall commence on the first Monday of January next succeeding his or her election and shall continue 4 years and until his or her successor qualifies.

(b) Beginning in 2006 and quadrennially thereafter, a clerk of circuit court shall be chosen at the general election for the term of 4 years by the electors of each county, subject to removal as provided by law. The regular term of office of each clerk of circuit court shall commence on the first Monday of January next succeeding his or her election and shall continue 4 years and until his or her successor qualifies.

(c) In counties that elect a surveyor, the surveyor shall be a registered land surveyor. In lieu of electing a surveyor in any county having a population of less than 500,000, the board may, by resolution, designate that the duties under ss. 59.45 (1) and 59.74 (2) be performed by any registered land surveyor employed by the county.

(d) Except as provided in par. (b), in any county containing one town only, the county board may, by resolution, designate any county office a part-time position, combine 2 or more county offices, and, if concurred in by the town board, combine the offices of county clerk and town clerk and any other county and town offices, provided that the offices combined are not incompatible and the combination is not expressly forbidden by law. If the town board so concurs, the election may be for the combined office and no separate election for the town office shall be held under the county board, or the county board, if it so determines, may designate the time and place of holding the election in conformity with this subsection.

(3) OFFICES WHERE KEPT; WHEN OPEN. (a) Every sheriff, clerk of the circuit court, register of deeds, treasurer, comptroller, registrar of probate, clerk and county surveyor shall keep his or her office at the county seat in the offices provided by the county or by special provision of law; or if there is none, then at such place as the board directs. The board may also require any elective or appointive county official to keep his or her office at the county seat in an office to be provided by the county. All such officers shall keep their offices open during the usual business hours of any day except Sunday, as the board directs. With proper care, the officers shall open to the examination of any person all books and papers required to be kept in his or her office and permit any person so examining to take notes and copies of such books, records, papers or minutes therefrom except as authorized in par. (c) and ss. 19.36 (10) to (12) and 19.59 (3) (d) or under ch. 69.

(b) If any officer described in par. (a) neglects or refuses to comply with any of the provisions of this subsection, the officer shall forfeit $5 for each day that the noncompliance continues. Actions for the collection of a forfeiture under this paragraph may be brought upon the complaint of the district attorney of the proper county or of any party aggrieved by the officer's refusal or neglect.
system competitive examination procedure established under s. 59.52 (8) or ch. 63.

(c) Appoint the members of all boards and commissions where appointments are required and where the statutes provide that the appointments are made by the county board or by the chairperson of the county board. All appointments to boards and commissions by the county executive are subject to confirmation by the county board.

(3) ADMINISTRATIVE SECRETARIES TO COUNTY EXECUTIVE; STAFF. The county executive may appoint administrative secretaries using hiring procedures which shall be exempt from county civil service competitive examination procedures and such additional staff assistants as the board provides.

(4) COMPENSATION OF COUNTY EXECUTIVE, DEPUTY, AND STAFF ASSISTANTS. The board shall fix the compensation of the county executive, the county executive's administrative secretary and the county executive's staff assistants, provided that the salary of the county executive shall be established at least 90 days prior to any election held to fill the office.

(5) MESSAGE TO THE BOARD; SUBMISSION OF ANNUAL BUDGET. The county executive shall annually, and otherwise as may be necessary, communicate to the board the condition of the county, and shall recommend such matters to the board for its consideration as he or she considers expedient. Notwithstanding any other provision of the law, he or she shall be responsible for the submission of the annual budget to the board and may exercise the power to veto any increases or decreases in the budget under sub. (6).

(6) COUNTY EXECUTIVE TO APPROVE OR VETO RESOLUTIONS OR ORDINANCES; PROCEEDINGS ON VETO. Every resolution adopted or ordinance enacted by the board shall, before it becomes effective, be presented to the county executive. If the county executive approves, the county executive shall sign it; if not, the county executive shall return it with his or her objections, which objections shall be entered at large upon the journal and the board shall proceed to reconsider the matter. Appropriations may be approved in whole or in part by the county executive and the part approved shall become law, and the part objected to shall be returned in the same manner as provided for in other resolutions or ordinances. If, after such reconsideration, two-thirds of the members--elect of the board agree to adopt the resolution or enact the ordinance or the part of the resolution or ordinance objected to, it shall become effective on the date prescribed but not earlier than the date of passage following reconsideration. In all such cases, the votes of the members of the board shall be determined by ayes and nays and the names of the members voting for or against the resolution or ordinance or the part thereof objected to shall be entered on the journal. If any resolution or ordinance is not returned by the county executive to the board at its first meeting occurring not less than 6 days, Sundays excepted, after it has been presented to the county executive, it shall become effective unless the board has recessed or adjourned for a period in excess of 60 days, in which case it shall not be effective without the county executive's approval.

(7) REMOVAL FROM OFFICE; VACANCY; HOW FILLED. The county executive may be removed from office by the governor for cause under s. 17.16. A vacancy in the office of county executive shall be filled temporarily, within 30 days of the date of the vacancy, by appointment by the chairperson of the board, subject to confirmation by the board, from among elected members of the county. Within 7 days following the occurrence of the vacancy, the clerk shall order a special election to be held under s. 8.50 to fill the vacancy. If the vacancy occurs after October 31 but not later than 49 days before the day of the spring primary, the special election shall be held concurrently with the spring primary and election.

(8) SUCCESSION IN OFFICE. (a) In the event of the inability of the county executive to serve because of mental or physical disease, the powers and duties of the office shall devolve upon the chairperson of the board until such time as the disability shall cease.

(b) In the event that a vacancy in the office of county executive occurs, the chairperson of the board shall immediately succeed to the office and assume the duties and responsibilities thereof until the board has confirmed an appointment to the office under sub. (7).


A county executive's partial- or veto power is similar to the governor's power. 73 Atty. Gen. 92.

The powers of an elected county executive are discussed. 77 Atty. Gen. 113.

A county board may adopt an ordinance creating the office of county executive and may adopt the ordinance contingent upon approval in a county-wide referendum. The office of county executive is created at the time the results of the referendum become final. The first election for the office occurs at least 180 days after the creation becomes effective. The county executive takes office on the 3rd Tuesday in April of the election year. 78 Atty. Gen. 777.

The veto of an appropriation under sub. (5) does not restore the appropriation to its level in the county executive's proposed budget. 80 Atty. Gen. 214.

Section 33.28 (2) (a) provides that the county representative upon a public inland lake protection and rehabilitation board is to be a person appointed by the county board. By operation of sub. (2) (b), the power of appointing the county representative to a public inland lake protection and rehabilitation district is therefore transferred from the county board to the county executive once the office of county executive is created, subject to confirmation by the board. OAG 2-09.

59.18 County administrator. (1) APPOINTMENT. Counties having a population of less than 500,000 may by resolution of the board or by petition and referendum create the office of county administrator. The county administrator shall be appointed by majority vote of the board. Such petition and election shall follow the procedures provided in s. 9.20 (1) to (6). If any member of the board is appointed as county administrator, his or her status as a member of the board is thereby terminated, except that in the case of a vacancy in the office of county administrator by reason of removal, resignation or other cause, the board may appoint any member of the board as acting county administrator to serve for a period of 15 days while the board is considering the selection of a county administrator.

(2) DUTIES AND POWERS. The county administrator shall be the chief administrative officer of the county. The county administrator shall take care that the county is managed as provided in the laws, enforced and administered within his or her county if the ordinance or law is subject to enforcement by the county administrator or any other person supervised by the county administrator. The duties and powers of the county administrator shall be, without limitation because of enumeration, to:

(a) Coordinate and direct all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.

(b) Appoint and supervise the heads of all departments of the county except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; but the county administrator shall also appoint and supervise any department heads where the law provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board. Notwithstanding any statutory provision that a board or commission supervise the administration of a department, the department head shall supervise the administration of the department and the board or commission shall perform any advisory or policy-making function authorized by statute. Any appointment by the county administrator under this paragraph requires the confirmation of the county board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63. Any department head appointed by a county administrator under this paragraph may be removed at the pleasure of the county administrator unless the department head is appointed under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.

(c) Appoint the members of all boards and commissions where the statutes provide that such appointment shall be made by the county board or by the chairperson of the county board. All
Oconto County - Job Description

Job Title: Administrative Coordinator
Position #: 80113
Department: Administration
Reports To: County Board and Personnel & Wages Committee
FLSA Status: Exempt
Pay Classification: Grade U
Work Comp Code: 8810
EEO Code: 01-02
Approved Date: 08/05/2014

SUMMARY
Under the general supervision of the County Board and the Personnel & Wages Committee, the Administrative Coordinator is to coordinate and direct administrative functions of county government with the administrative authority of a statutory administrator, except that the County Board retains the power to appoint boards, commissions, and department heads, the power to remove department heads and submitting the budget. Also acts as the County Human Resources Director and Risk Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

GENERAL ADMINISTRATION
1. Coordinates and directs administrative and management functions of county government, including implementing laws, county ordinances, resolutions, county policies, and procedures.

2. Provides assistance and information directly to the County Board and attends Board meetings and functions.

3. Reviews and assists with the Corporation Counsel, departments and home committees, as needed in preparing ordinances and resolutions to be presented to the County Board.

4. Reports on a regular basis to the County Board regarding county activities and the fiscal condition including recommendations for changes that appear appropriate.

5. Presents an annual report to the County Board on the condition and activities of the county and a long-range forecast of needs.

6. Provides or obtains information, research, reports and studies for all aspects of the County.

7. Is informed of, and advises the County Board of, pending and adopted Federal and State laws, rules, regulations, and policy decisions which affect the operation of the county, including grant programs, in conjunction with the County Board Chairperson.

8. Develops administrative policies and procedures as necessary to implement County Board ordinances, resolutions and directives.

9. Develops a communication program to assure that ideas of county employees, appointed officials and department heads reach the County Board, its committees, or the county committees, boards and commissions, as appropriate.
HUMAN RESOURCES
1. Administers an effective personnel program which includes employee records, position descriptions, employee development, employee hiring, employee discipline and a compensation/employee benefit system.

2. Evaluates and makes recommendations on all personnel matters, including organization and staffing needs, position classification and compensation and benefit programs.

3. Drafts personnel policies and procedures to implement adopted resolutions and ordinances.

4. Is the Affirmative Action Officer, Americans with Disabilities Act compliance officer, HIPAA Privacy and Security Officer.

5. Serves as the county labor negotiator.

FINANCIAL RISK/MANAGEMENT
1. Assists the Risk Management/Loss Control Committee in risk management efforts.

2. Administers the county insurance programs including maintaining copies of insurance policies, processing claims, and evaluation of insurance coverage’s.

3. Administrates the Financial Management policy of the County.

4. Develops the Capital Improvement Budget.

5. Assists in the care and custody of real and personal property of the county and maintains an accurate inventory of such property for primarily insurance and accountability purposes.

6. Coordinates preparation of architectural plans for county buildings and their construction and any new or alteration of physical facilities and allocation of space.

7. Negotiates rental and lease contracts on behalf of the county, in conjunction with the County Board Chairperson.

SUPERVISORY RESPONSIBILITIES
Responsible for the overall direction, coordination, and evaluation of the County. Also directly supervises one part time support person. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Makes recommendations which are given great weight regarding the hiring, firing, advancement, promotion or any change of status of other employees.

SUPERVISION RECEIVED
Employee receives virtually no supervision except by committee.

QUALIFICATIONS
Bachelor's degree (B. A. or B.S.) or equivalent; and six to ten year's related experience and/or training; or equivalent combination of education and experience. Master's Degree preferred.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to
prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS**
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of finance, budgeting and cost/benefit analysis. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CONFIDENTIALITY**
Employee regularly works with confidential data, such protected health information (PHI), including electronic PHI, contract negotiations, personnel files and various letters, reports, and correspondence.

**CERTIFICATES, LICENSES, REGISTRATIONS**
Valid Driver’s License

**MATERIALS AND EQUIPMENT USED**
Computer, calculator, copier, fax machine, and phone system.

**PHYSICAL DEMANDS**
While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT**
The noise level in the work environment is usually very quiet.

**DISCLAIMER**
The above statements are intended to describe the general nature of the job. They are not intended to be an exhaustive list of specific responsibilities, duties and skills required by personnel so classified.

_Oconto County is an Equal Opportunity and Affirmative Action Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer._
Waukesha County

Position Description

Title: Administrative Coordinator  Level: 21
Department: Administration  Date: 12/10/2009

Function: Coordinates administrative functions for the County Board. Acting Personnel Director for County employees under direction of the Personnel Committee. County Spokesperson for negotiations, mediation, arbitration and other labor related issues. Oversees payroll, telephone system, fixed assets inventory, data processing, safety, liability insurance, workers comp insurance, crime coverage and property insurance. Affirmative Action Officer, Limited English Proficiency Officer, Risk/Safety Manager, ADA Coordinator. Supervises Administration, Data Processing and Land Records Staff.

Major Responsibilities:

1. Develops and recommends Personnel program for County employees relating to wages, hours, fringe benefits and working conditions assuring compliance with the law. Advises and assists department heads in administering personnel program.

2. Coordinates activities relating to County employees’ salary and benefits negotiations and bargaining units and provides leadership as required in labor contract negotiations. Assures proper administration of labor contracts.

3. Coordinates all requests for additional staff, consideration of upgrades and replacement of existing staff. Keeps Personnel Committee informed of all changes in personnel.

4. Supervises payroll function of County. Includes monitoring all salary adjustments, terminations, new hires, all pay outs, creation of new positions, deferred compensation, section 125, PEHP, HRA, retirement and health and life insurances.

5. Maintains telephone system. Including monitoring of necessary repairs and equipment needs. Recommends upgrades to system. Coordinates cellular/blackberry phone contracts.

6. Act as Risk/Safety Manager. Monitors all workers comp claims. Work with insurance carriers to reduce liability risks. Review changes in laws and requirements and work with county agencies to insure compliance. Review and update all county policies as needed. Coordinate safety training and keep Personnel Committee informed.

7. Review and maintain affirmative action/LEP program for County. Provide updated policy as required by State of Wisconsin.

8. Coordinates all insurances. Prepares all bid information. Provides input to Committee on improvements to existing programs.

9. Maintains fixed asset program.
10. Provides billing for mediation service in Family Court. Provides billing for internet connection.

11. Develops and administers training development activities relating to overall personnel functions and assists department heads in specific training functions. Establishes and maintains employee communication program, updates employee handbooks, policies and notices.

12. Works with Executive Committee to oversee proper expenditure of taxpayer dollars. Recommends policy changes and develops new policies as required. Assists with the preparation of the annual budget.


14. Works with Executive Committee to maintain a consistent operation of all County activity.

15. Public Information Officer for County in cases of emergency.

16. Contacts State and Federal elected officials, as necessary to address legislation impacting county government.

Working Elements:
A. Education, Training and Experience
Bachelor's degree in Business Administration, Human Relations or related field with emphasis on communications, compensation and labor negotiations.

Continuing education in matters relating to union negotiations, arbitration and labor legislation.

Five to seven years experience in personnel management, supervision and administration, preferably in the public sector.

B. Knowledge, Ability and Skills
Knowledge of good personnel practices, state and federal regulations relating to personnel matters, up to date knowledge on negotiations and arbitration; regulations relating to County government, safety and financing.

Current knowledge of requirements of ADA, Affirmative Action, Limited English Proficiency, NIMS, Bloodborne Pathogens, MSDS, Confined Space, Lock-out/Tag-out and all other Department of Commerce regulations impacting the County.

Ability to make good judgments and decisions relating to personnel matters; work cooperatively with other County departments and government officials; communicate clearly orally and in writing.
Skill in handling administrative detail accurately and efficiently; skill in gaining cooperation and resolving conflicts; skill in making objective decisions that may be unpopular. Skill in knowing when to act and when to refer to Personnel Committee.

C. Responsibility and Authority.
Responsible for coordinating all personnel functions for the County, including union and non-union employees; serves as the administrative coordinator at the pleasure of the County Board.

Authority to contract outside counsel when warranted.

Responsible to keep Executive Committee, Personnel Committee and Finance Committee up to date with County Business.

Maintains regular and predictable attendance.

Promote, get along, and work in a harmonious relationship with others including but not limited to outside agencies and County Departments.

Be able to perform duties, follow policy and procedures independent of direct supervision.

D. Working Conditions
Flexibility in scheduling due to evening meetings relating to controlling committee meetings, negotiations and hiring. Stress related to dealing with public and political environment. Primarily sedentary position. Includes sitting, standing, walking, climbing stairs, bending, stooping, minimal lifting, ability to hear, talk and view area. Exposure to VDT screen.
Lincoln County
Position Description

Position Title: Administrative Coordinator  Department: County Administration Office
Pay Grade: 22  FLSA: Exempt
Date: June 2013  Reports To: Administrative & Legislative Committee County Board of Supervisors
Evaluated by: Administrative & Legislative Committee
Appointed by: County Board of Supervisors

Purpose of Position
The purpose of this position is to serve as chief administrative officer for the County; to supervise and coordinate the administrative and management functions for the County; and to perform other administrative duties as assigned by the County Board. The work is performed under the direction of the County Board and in accordance with sec. 59.19, Wis. Stats. This job description is subject to review and revision by the Administrative and Legislative Committee of the County Board. Any revisions must be approved by a majority vote of the County Board.

Essential Duties and Responsibilities
The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Attend all meetings of the County Board;
- Attend at least one committee meeting of each county committee annually, except when excused;
- Assist each department head/oversight committee with the provision of research and data as requested by the department head or the oversight committee chair;
- Advise and make recommendations to the County Board on matters within his or her administrative authority;
- Present to the County Board all data pertaining to the responsibilities of the Board and all needs for legislative action which come to his or her attention.

Agendas, Resolutions, Ordinances
- Assists in the preparation of the agendas for meetings of the County Board in consultation with the chair of the County Board and the County Clerk;
- Assists in the preparation of all county resolutions and ordinances.

Budget/Fiscal Responsibilities
- Meets with the Finance Committee of the County Board early each fiscal year (January 1 to December 31) to establish procedures, format and priorities desired in the preparation of the budget.
• Assists the Finance Director in compiling reports summarizing the county’s fiscal condition and future financial needs ensuring that the director regularly presents those reports at County Board meetings;
• Attends Finance Committee budget review meetings;
• Conducts and schedules, with the Finance Committee, budget hearings and meetings on budget requests, and present recommendations on same;
• Submits the annual budget for the Administrative Coordinator’s office to the Finance Committee;
• Submits the final recommended annual budget and capital improvement program (CIP) to the County Board for approval as recommended by the Finance Committee.

Administrative Duties/Responsibilities
• The Administrative Coordinator shall have oversight responsibilities/authority over county administrative matters unless otherwise specified.
• Consults with and advises department heads, oversight committees and/or the County Board on the organizational structure of the county departments and nongovernmental agencies funded by Lincoln County and makes written recommendations for reorganization, consolidation, expansion, contraction or transfer of responsibilities to the oversight committees and the County Board.
• Prepares/provides such reports, studies and research as the County Board may require concerning present and future operations of the county government.
• Oversees the care and custody of all real and personal property of the county over which the County Board has authority. Maintains and keeps such property in repair and maintains in a permanent record a perpetual inventory of property;
• Oversees the preparation of long-range plans for the management of county properties and for the construction and alteration of physical facilities needed to render county services properly. Said plans shall recommend the priority of projects and be submitted to the County Board for its final approval.
• Handles the public relations affairs of the county and the County Board.
• Coordinates the County Loss Control/Risk Management Program
• Nothing in this job description shall be construed to grant the Administrative Coordinator any authority vested by Wisconsin statute and/or federal law in any other county officer, commission, committee, or board.

Relationship with County Departments/Department Heads
• Appoints and supervises the heads of all departments of the county except constitutional office-holders and except where statutes provide that the appointment shall be made by elected officers;
• Appointments by the Administrative Coordinator under this section require the confirmation of the County Board unless, by ordinance, it elects to waive confirmation or unless the appointment is made under a statutory civil service system competitive examination procedure.
• The Administrative Coordinator may place department heads/employees on leave with pay pending an investigation of job performance without having to obtain permission first from the department’s oversight committee. The Administrative Coordinator shall provide written notification of such action taken to the chair of the County Board and chair of the appropriate oversight committee. The oversight committee shall review any leave
decision made by the Administrative Coordinator.

Legal
- The Administrative Coordinator ensures that all orders, ordinances, resolutions, and regulations of the County Board are executed, whether personally or by the department heads.

Personnel
- Through the department heads, supervises and coordinates the work of the departments and agencies under the direct supervision or fiscal control of the County Board; assists and participates in the oversight committees’ performance evaluation of the department heads; and conducts regular staff meetings with the department heads;
- With the assistance of department heads, administers and coordinates personnel/labor policies and procedures; administers the recruitment, screening and selection policies for the county; recommends new/updated policies as required; and maintains the County Employee Personnel Policies;
- With the assistance of the department heads, conducts salary and benefit surveys; analyzes current salary levels; prepares recommendations for changes to the Personnel Committee; reviews requests for new county positions and presents recommendations to the Personnel Committee.

Effectiveness/Efficiency of Services
- Recommends the adoption of new or revised ordinances, orders and resolutions with assistance from department heads, oversight committees and Corporation Counsel when these actions will promote improved county services and operations;
- Develops county policies and administrative procedures to be adopted by the board.

Monitor State and Federal Legislation
- Remains informed of federal and state legislation affecting the county.

Complaints
- Processes complaints received concerning county operations by conducting an appropriate investigation and/or referring same to the appropriate committee/department head and reporting such findings to the appropriate parties.

General
The Administrative Coordinator shall serve as county spokesperson at the direction of the County Board in the transaction of its business and shall do the following:

- Serves as the County Board’s representative in communications with other county officers and boards, with other federal, state, or local government officials, and with the media;
- Encourages and initiates collaborative relationships with local government units in the county through the County Board.
- Remains informed about federal and state grant programs and procedures, provides data as requested on same to the departments, and assists in applications for and procurement of grants;
- When necessary, coordinates county functions with federal, state, and other county, municipal, or special districts;
• Acts as the legal custodian of county records as provided by Wisconsin statutes.

• Serves as the Affirmative Action/Equal Employment Opportunity Officer for the county, the Compliance Officer for the Americans with Disabilities Act, and ensures compliance with other federal, state, and county regulations pertaining to employment;

• Assists department heads with interviews and the selection of new employees;

• With the assistance of department heads, serves as the county spokesperson in negotiations, mediation and interest arbitration;

• With the assistance of department heads, administers the provisions of the collective bargaining agreements, serves as the hearing officer in contract disputes, and represents the county position in grievance and interest arbitration where legal counsel is not utilized;

• Administers the county self-funded health insurance program in conjunction with the Health Plan Trustees;

• Provides reports, data, and other information to assist the County Board in making decisions regarding operational and policy matters pertaining to personnel operations;

• With the assistance of department heads prepares orientation packets for new employees including information on health and life insurance, deferred compensation, State Retirement Fund, county personnel policies and other information as appropriate, and coordinates training for new employees and ongoing training for employees and department heads;

• Attends various committee meetings, seminars and workshops as required.

Accountability, Responsibility, Tenure, Removal

• The Administrative Coordinator is accountable to the County Board for the administration of county policies and programs and for his/her conduct as a responsible public official.

• No provision of this description is intended to vest in the Administrative Coordinator any duty, or grant the Administrative Coordinator any authority which is vested by law in any other county officer, employee, commission, committee, or board. In the absence of specific authority vested by statute, ordinance or resolution with the county Administrative Coordinator, policy direction shall be solicited from the County Board.

• The Administrative Coordinator is an at- will employee that serves at the pleasure of the County Board. The action of the County Board in removing the Administrative Coordinator by a majority vote shall be final.

• A vacancy in the office of Administrative Coordinator created by reason of death, resignation, or removal shall be filled by appointment as provided by Wisconsin state statutes and/or county ordinance.

Minimum Training and Experience Required to Perform Essential Job Functions
Bachelor’s degree from an accredited college or university in Business Management, Public Administration, Human Resource Management, government finance or related field, with a minimum of three years of successful management experience in business, industry or government, or any combination of education and successful experience that provides equivalent knowledge, skills, and abilities. Successful administrative management experience in county or municipal government is highly desirable. A valid Wisconsin driver’s license is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or
ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving is required.
- Must have a valid Wisconsin Driver’s license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Ability to ambulate between offices, court and other facilities.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percents, and make use of principles of descriptive statistics.

Supervisory Skills

- Ability to assign, supervise, and review the work of others.
- Ability to make recommendations regarding the selection, discipline, and discharge of employees.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to provide leadership and guidance to county personnel.
- Ability to comprehend and interpret a variety of documents including Worker’s Compensation, insurance, and other reports, union grievances, contracts, job applications, resumes, personnel records, performance evaluations, letters and other correspondence, federal, state and county law, policy and procedure manuals, court and arbitration decisions, and other such documents as needed or required.
- Ability to negotiate contracts, record and deliver information, explain procedures and follow instructions.
- Ability to use and interpret accounting, legal, medical and personnel management terminology.
- Ability to work without close supervision and be a self-starter.
- Ability to exercise discretion and maintain confidentiality in general and in particular as it relates to sensitive materials and matters being handled in the office.
- Ability to work under stress.
Reasoning Ability
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Environmental Adaptability
- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

_________________________________________  ______________________________
Employee’s Signature                      Supervisor’s Signature

_________________________________________  ______________________________
Date                                      Date
FLORENCE COUNTY PART-TIME ADMINISTRATIVE COORDINATOR

POSITION SUMMARY: The position is a non-union, management position under the general direction of the County Board and more directly its Administrative Committee, with the day to day supervision of the County Board Chairperson per Wisconsin State Statutes, Section 59.03 and 59.19, is responsible in assisting in coordinating all administration and management functions of the County not otherwise vested by Law, in Boards or Commissions, or in other elected officers when requested/directed to do so.

REPORTS TO: County Board/County Board Chairperson/Administrative Committee

DUTIES/RESPONSIBILITIES:
- Assist in long-term budgeting, capital improvements, long-term planning and insurance issues.
- Make recommendations on the adoption of new or revised policies as may be deemed necessary or expedient for the health, safety or welfare of the community, or the improvement of administrative services.
- Monitors development of Federal and State Legislation and other relevant laws and governmental affairs; recommends policy positions on such, in order to improve county administration operations.
- Performs such other duties as may be assigned.
- Coordinate Florence County’s Risk Management Program

PHYSICAL DEMANDS:
Large percentage of time talking, hearing, using judgement, and near vision performing work inside. May be directed to attend county or out-of-town meetings regarding county issues.

RELATED JOB FUNCTIONS:
There is significant interaction with the general public, the County Board, various county board committees, department heads, both elected and appointed, State and other governmental bodies, and the media.

REQUIREMENTS FOR THE POSITION:
- Knowledge of county government operations
- Knowledge of budget preparation, supervision and revision
- Ability to be visionary and creative in key management role
- Knowledge of state and federal law, rules and regulations pertaining to county government
- Demonstrated competency in leadership and team building relationship with County department heads and employees
- Ability to maintain effective working relationships with County officials, employees and general public
- Ability to plan, coordinate and lead others in the accomplishment of work
- Possesses initiative for coordination of County functions and dedication to County administrative teamwork and leadership
REQUIREMENTS FOR THE POSITION (continued)

- Ability to exercise independent judgement, have consistent management style and be a creative problem solver
- Ability to perform basic computer skills and knowledgeable of various computer software applications
- Ability to communicate effectively both orally and in writing and to address a variety of audiences
- Shall serve at the pleasure of the County Board
- Must become a resident of Florence County per County Residency Policy

DESIРABLE EXPERIENCE:
The County Administrative Coordinator shall be appointed based on qualifications which may include educational background, work experience and demonstrated performance. The County Board shall give due regard to special skills and abilities necessary for the position. This key position of Administrator Coordinator requires particular expertise, initiative, creativity, communication skills, vision, leadership and team building ability. Only those qualified and consistently demonstrating the ability to perform the duties of this key office shall be eligible for hire or to remain in the office.

Probationary period will be one year, with an evaluation of job performance by the Administrative Committee to be completed after six (6) months of being appointed and yearly thereafter.
FLORENCE COUNTY CLERK

GENERAL PURPOSE:

Provides a variety of routine and complex supervisory, clerical, and administrative work in the administration of the County government. This is a supervisory, management position involving effective oral and written communications with Department employees, government officials, and the general public. The position requires the planning, scheduling, and directing of personnel. Performs a variety of complex clerical, secretarial, and administrative work in keeping official records, confidential records and minutes, providing administrative support to the County Board and in the administration of the standard operating policies and procedures of the County. This position is responsible for duties under WI. State Statutes 59.23.

SUPERVISION RECEIVED:

Works under the general supervision of the County Board. Answers only to the electorate.

SUPERVISION EXERCISED

Exercises supervision over Deputy County Clerk and County Bookkeeper.

The duties of the County Clerk are divided into the following categories:

SECRETARIAL: The County Clerk serves as the secretary to the County Board. Attends and records minutes for County Board, Personnel, Audit and Budget, and Building and Grounds Committee’s. Types County Board Chair’s and other Board members correspondence; makes reservations and travel arrangements for meetings, seminars, and conventions; assists in the preparation of ordinances and resolutions as directed; custodian of official County records and public documents; prepares and distributes agendas, materials, minutes and records of meetings; prepares and advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.

ACCOUNTING: Maintains the county’s books of accounts, records the receipt and disbursement of money, and countersigns all county checks. All bills and claims are presented to the County Clerk’s office for referral to the Audit and Budget Committee and then to County Board. As part of the accounting work, the Clerk handles personnel records, including the paying over of withheld income taxes, social security taxes, and other deductions from employee’s pay.

BUDGET ADMINISTRATION: Assist in the compilation and preparation of the proposed annual budget for the County. After adoption of the budget, the Clerk is responsible to apportion the County tax to the towns for local collection as well as the state forestry and state special charges.

AGENT OF THE STATE: Chief Election Official of the County, publishes notices of elections, prepare and distributes ballot and election supplies, supervises the canvass and returns, and certifies the results to the State. Issues marriage licenses and make various reports to state agencies, including an annual report of municipal officials. Distribute dog licenses and tags to local officials and maintain dog license records. Prepare timber cutting permits.

OTHER: As well as miscellaneous statutory responsibilities of the County Clerk such as the following: notify the Insurance Company of legal actions instituted against the County and of appeals from an action of the County Board; file official oaths and bonds of County officers; make certified copies of any public record maintained by the Clerk; notifies the Highway Commissioner of his election; issues tax deeds and all deeds transferring county property; and signs all contracts on behalf of the County.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Maintain all property, liability, worker’s compensation, and health insurance policies; process worker’s compensation and liability claims; process enrollment of employee’s in health insurance plan, prepare County directory, Assist in preparation and responsible for sale of County platbooks, administration of County payroll for employee’s and County Board members.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: Elected positions do not require any of the following, these are examples of what would be helpful:

(A). Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills and Abilities:

(A). Working knowledge of the principles and practices of modern public administration; Extensive knowledge of office
practices and procedures; Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure;

(B). Skill in operation of listed tools and equipment;

(C). Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, other department officials and the public; Ability to communicate effectively verbally and in writing; Ability to plan, organize and supervise clerical workers and assigned staff.

SPECIAL REQUIREMENTS:

(A). Must be bondable; (B). Valid State Driver's License, or ability to obtain one; Notary Public certification within six months; (c) Must be a resident of Florence County.

TOOLS AND EQUIPMENT USED

Typewriter; personal computer, including word processing, spreadsheet and data base software; 10-key calculator; phone; copy machine; fax machine

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use of hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment can be distracting.

SELECTION GUIDELINES

This position is an elected office. Every two years anyone wishing to hold this position, must file nomination papers in accordance to law to have their name placed on the ballot.
I. GENERAL DESCRIPTION

The Administrative Coordinator/Human Resources Director is the primary professional advisor to the County Board and administers the day to day operations of the County including the development, supervision, and operation of the County, its departments, personnel and facilities.

II. SUPERVISION/DIRECTION RECEIVED AND EXERCISED

The Administrative Coordinator/Human Resources Director is accountable to the County Board for the administration of its policies and programs and acts under the direction of the _______________ Committee and the County Board. The Administrative Coordinator/Human Resources Director supervises and directs department heads and staff consistent with the County’s Personnel and Administrative Handbooks and applicable law.

III. DUTIES

A. Human Resources Management

Designated the Human Resources Director for the County. Responsible for administering an effective personnel program which includes employee records, position descriptions, employee development, employee evaluations, employee hiring, employee discipline and a compensation/employee benefit system consistent with the County’s Personnel and Administrative Handbooks. The Administrative Coordinator/Human Resources Director’s human resource management responsibilities include, without limitation:

1. Labor and Employment law compliance

   Exercises overall responsibility and authority to ensure and require adherence to applicable labor and employment laws, regulations and policies.

2. Labor negotiations

   Acts as lead negotiator for all union negotiations.
3. **Supervision of department heads**

Unless otherwise provided by law, exercises supervisory authority with respect to department heads consistent with the County’s Personnel and Administrative Handbooks.

4. **Personnel management**

Exercises authority consistent with County ordinance and policy. Oversees, evaluates and makes recommendations on all personnel matters, including, without limitation, organization and staffing needs, hiring, planning, assigning and directing work, appraising performance, employee discipline, position classification and compensation and benefit programs. Implements and manages the County’s Personnel and Administrative Handbooks. Recommends changes as necessary to comply with the law or to address operational issues.

5. **Safety**

Serves as County Safety Coordinator. Works with insurance carriers to reduce liability risks. Ensures compliance with all safety related laws and regulations. Develop and enforce safety policies and procedures in the County. Coordinates safety training and education in the County.

B. **Financial Management**

The Administrative Coordinator/Human Resources Director is responsible for overseeing all aspects of finance and accounting for the County including budgeting, spending, investing, revenue streams, debt, insurance, contracts, leases, auditing and safeguarding funds. The Administrative Coordinator/Human Resources Director’s financial management responsibilities include, without limitation:

1. **Budget preparation**

a. Meets with the Finance Committee early each fiscal year to establish procedures, format and priorities in the preparation of the annual budget;

b. Prepares and submits the Administrative Coordinator/Human Resources Director’s office budget;

c. Attends budget review committee meetings;

d. Assists the Finance Department in preparing and submitting the final recommended annual budget and capital improvement program to the Board;

e. Exercises responsibility for administration of the annual budget and monitors departmental budget compliance; and
f. Oversees the Capital Improvement Budget.

2. Financial reports, audits and planning

a. In coordination with the Finance Department and Finance Committee, makes regular reports to the County Board to keep it fully advised as to the financial condition of the County and its future financial needs;

b. Assists in developing financial plans in which revenues and expenditures are projected against anticipated County growth;

c. Recommends methods of financing future needs;

d. Examines or causes to be examined accounts, records and operations of all boards, commissions, departments, offices or agencies;

e. Provides departments with current information on availability of funds and procedures to apply for federal and state grant programs and assists in applications for and procurement of such grants;

f. Develops bonding projects for the County and makes subsequent recommendations to the County Board; and

g. Monitors all issues on County and municipal debt which affect County bond ratings.

3. Insurance

Administers the County property, workers compensation, liability, employee and other insurance programs. Ensures that appropriate types and levels of insurance are in place based upon the County’s assets and operations and that all claims are processed and referrals and recommendations are made to appropriate authorities. Maintains copies of all insurance policies covering the County. Prepares all bid information related to insurance programs.

4. Financial Policies, Loss Control and Contracts

a. In coordination with the Finance Department, ensures that necessary financial policies, procedures and controls are in place and enforced in the County so as to safeguard the County’s funds and any funds in the care, custody or control of the County;

b. Oversees and assists in the care, custody and control of real and personal property of the county. Maintains an inventory of such property for insurance and accountability purposes; and

c. Assists in the negotiation, execution and administration of contracts and leases on behalf of the County in conjunction with Corporation Counsel and the County Board.
C. Departmental and Program Coordination

1. General program implementation

a. Accountable to ensure that all policies, programs, orders, ordinances, resolutions and regulations of the County Board are implemented and executed, whether directly or as delegated;

b. Facilitates coordination of information between County Board and various County Board committees and departments;

c. Supervises and coordinates the work of the departments and agencies under the direct jurisdiction or fiscal control of the Board;

d. Conducts monthly staff meetings with department heads;

e. Attends all meetings of the County Board except when excused;

f. Advises and makes recommendations to the Board on matters within the Administrative Coordinator/Human Resources Director’s administrative authority;

g. On a monthly basis, presents to the Board all data pertaining to the responsibilities of the Board and/or all needs of business which come to his or her attention;

h. Maintains and ensures the County’s interests in all matters;

i. Works collaboratively with the County Board, Elected Officials and Department Heads;

j. Directs and implements the County’s risk management and loss control functions;

k. Confers and works with the Information Technology Department (IT) in utilizing information technology to support and evaluate County operations and ensure compliance with federal and state laws and regulations and County policies; and

l. Confers with corporation counsel and/or outside counsel with respect to existing and potential legal issues and claims.

2. Organizational structure

a. Assists in preparing and coordinates preparation of county board committee meeting agendas, packets, information and materials, with guidance as to form and format from the County Clerk.

b. Assists the County Clerk in ensuring that all notices required for meetings to comply with Open Meetings Law are properly posted and distributed.

c. Under guidance of the County Clerk, ensures that minutes of county board committee meetings are taken, approved and filed in an appropriate manner.

d. Investigates transferring responsibility for specific functions between county departments and agencies or consolidating departments and agencies, and reports findings and recommendations to the ______________________ Committee
and the County Board. Implements departmental reorganizations or consolidations.

3. Support for policy development
   a. Prepares, provides or causes to be prepared or provided such reports, studies, data, and research as the Board and committees may require concerning county government operations;
   b. Prepares plans and programs for the Board's consideration in anticipation of future needs;
   c. Recommends adoption of new or revised ordinances, orders, resolutions programs and policies to promote the public interest and improve County services;
   d. Reviews with the Corporation Counsel, all resolution and ordinances; and
   e. Confers with County Board Chairperson and participates in committee meetings as necessary.

4. Real estate and property management
   a. Responsible, with the applicable committee, to ensure that all County property (real and personal) is maintained and in good repair;
   b. Assists in preparing long-range plans for the management of County properties and for construction and alteration of physical facilities needed to render County services properly, submitting such plans to the Board and recommending the priority of projects;
   c. Coordinates, with appropriate committee(s), the preparation of architectural plans for County buildings and their construction or modification; and
   d. Allocates space to County departments and agencies in coordination with the appropriate committee.

D. Intergovernmental and Public Relations

1. Federal, state and local government
   a. Maintains current knowledge of pending and existing legislation pertaining to county government including all employment laws;
   b. Solicits the County Board's positions on significant legislative matters;
   c. Invites other local units of government in the County to cooperate as necessary and appropriate;
   d. Coordinates County and County special district functions with federal, state and other county, municipal or special district functions as necessary;
e. In conjunction with Corporation Counsel, negotiates all intergovernmental contracts on behalf of the County within policy parameters established by the County Board.

2. Public relations

a. Receives complaints concerning County operations and refers them to the appropriate committee, Department Head or Corporation Counsel as appropriate;

b. Conducts investigations as appropriate or directed by a committee or the County Board, reporting findings to the appropriate parties;

c. Serves as the Board's representative in communications with County officers, boards and commissions and with other federal, state or local government agencies.

IV. WORK ENVIRONMENT

The Administrative Coordinator's work is generally sedentary with occasional walking or standing and is performed in a general office setting with minimal presence of hazards.

V. KNOWLEDGE, SKILLS AND ABILITIES

The Administrative Coordinator/Human Resources Director should possess the knowledge and ability to perform the duties of this job description and should further have the following:

A. Broad and comprehensive knowledge of current management principles, practices and techniques as they pertain to local governmental administration including: coordination of varied activities of an organization and staff; budgeting and budgetary control; fiscal analysis and management; personnel management, public sector labor relations and contract negotiations; equal employment opportunity principles; labor and employment laws and other federal and state laws and regulations which impact operations; strategic and organizational planning; program development and evaluation; management information systems; information technology (IT) systems, operations and issues; organizational behavior, psychology, and development; risk management and safety; professional standards of practice and ethics.

B. Ability and skill to plan, organize and direct the administrative, financial, and operational functions of county government. Knowledge of cash management, bonding and capital outlay, internal auditing and controls, purchasing and inventory management and financial reporting. Knowledge of funding resources including public and private grant availability and procedures.
C. Ability to develop, recommend and implement effective plans and programs and objectively evaluate progress toward goals and timetables.

D. Excellent interpersonal and public relations skills including ability to develop and effectively represent ideas and concepts and present information verbally and in writing to the County Board and its committees, management, employees, governmental agencies, news media and the general public. Ability to respond to common inquiries or complaints from the public, regulatory agencies, Department Heads, employees or County Board members.

E. Ability to establish and maintain effective working relationships with County officials, officers, Department Heads, management, employees and the general public.

VI. REQUIRED QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor’s degree in business management, public administration, government, finance, economics, accounting, investment or a related field.

At least seven (7) or more years of experience in personnel management, financial management, supervision and administration as well as state and federal labor and employment principals.

Prefer County residency.

VII. APPOINTMENT AND REMOVAL

The Administrative Coordinator/Human Resources Director shall be appointed by majority vote of the county board. The incumbent shall serve at the pleasure of the county board and is removable by majority vote of the county board, with or without cause.