

MONROE COUNTY COUNCIL

Monroe County Courthouse, Room 306 100 W Kirkwood Avenue Bloomington, Indiana 47404 Office: 812-349-7312 CouncilOffice@co.monroe.in.us

Kate Wiltz, President Trent Deckard, President Pro Tempore Jennifer Crossley Marty Hawk Peter Iversen Geoff McKim Cheryl Munson

AMENDED

COUNTY COUNCIL REGULAR SESSION AND BUDGET WORK SESSION #3 AGENDA Tuesday, September 12, 2023 at 5:00 pm In Person: Nat U Hill Meeting Room – Courthouse https://monroecounty-in.zoom.us/j/86799913652?pwd=N3UxWkpKR295RmZad1ViY1pldmQyUT09

Meeting ID: 867 9991 3652

Password: 131411

- The public's video feed will be turned off by the Technical Services Department meeting administrator.
- The public will be able to listen and record.
- The public should raise their hand if they wish to speak during the public comment period.
- Below is the link for ZOOM Meeting Schedule of Monroe County Virtual Public Meetings for your convenience:

https://www.co.monroe.in.us/egov/apps/document/center.egov?view=item;id=10017

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"Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Monroe County, should contact the Monroe County Title VI Coordinator, Angie Purdie, (812) 349-2550, <u>apurdie@co.monroe.in.us</u>, as soon as possible, but no later than forty-eight (48) hours before the scheduled event. Individuals requiring special language services should, if possible, contact the Monroe County Title VI Coordinator at last seventy-two (72) hours prior to the date on which the services will be needed. The meeting is open to the public."

1. CALL TO ORDER COUNTY COUNCIL REGULAR SESSION

2. ADOPTION OF AGENDA

3. JAIL/CORRECTIONAL CENTER, Kyle Gibbons & Jordan Miller Request Approval of an Additional Appropriation General Fund-Jail, 1000-0380 34100 Medical \$480,000

An additional appropriation is required for the medical line (34100) to satisfy the Advanced Correctional Health (ACH) contract for medical/mental health for inmates. This need resulted from an increased monthly contract amount as well as fluctuating monthly invoice amounts based on need (the number of times an inmate is required to receive care/treatment outside of the facility).

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4. AUDITOR'S OFFICE, Brianne Gregory

Request Approval for De-Appropriation of Account Lines

American Rescue Plan Act Fund, 8950-0000

29000	ARPA Sharps Disposal Boxes	\$	55,000.00
36705	ARPA COVID Vaccine Incentive	\$	466,552.00
36708	ARPA Childcare	\$	725,000.00
48000	ARPA Brine System	\$	45,471.14
	TOTAL	\$3	1,292,023.14

The Auditor's Office is requesting a de-appropriation of four (4) ARPA accounts due to project completion and/or projects no longer being viable.

5. COUNCIL OFFICE, Kim Shell

A. Legal Department Additional Appropriation Clarification <u>1000-0277, Litigation Deduction</u> 31213 Litigation Deduction \$25,000.00

Council approved an additional appropriation for the Legal Department on August 22, 2023. During the DLGF reporting process it was discovered that the incorrect location number (0227) had been used. The correct location number is 0277. The Auditor's Office made the correction accordingly. No action is needed from Council at this time.

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B. Request Approval to Update a Job Description -Council Administrator 9

On September 5th, PAC approved forwarding both requests to Council with a positive recommendation.

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 C. Request to Approve New Job Description, Creation of a New Account Line and Simultaneously Amend the 2023 Salary Ordinance General Fund- Council, 1000-0061 ADD: 10098 Assistant Council Administrator PAT A 40 Hour \$47,071 Non-Exempt

The department is requesting that the Council Administrator position description be updated to reflect the job duties of the position, and to change the reporting structure for the position. The updates have not changed the classification of the position. A request has been made for a new position to assist the Council Administrator position within the office and assume all responsibilities in the absence or unavailability of the Council Administrator. The Waggoner, Irwin, and Scheele (WIS) recommendation was reviewed by PAC Members on September 5th with an approval to forward both job descriptions to Council. *Salary Ordinance Amendment effective September 24, 2023.*

6. Regular Session Meeting Adjournment

2024 BUDGET WORK SESSION #3 AGENDA

1.	CALL TO ORD								
2.	ADOPTION OF AGENDA								
3.	WELCOME AI	ND BUDGET WORK SESSION PROCEDURES							
4.	OVERVIEW O	F REVENUES AND EXPENDITURES							
5.		TIONAL CENTER, Ruben Marte & Kyle Gibbons	45-minute time allotment						
	-1000-0380	General							
	-1170-0380	Public Safety LIT							
	-1175-0000	Misdemeanant							
6.	SHERIFF'S OF	FICE, Ruben Marte & Scott McGlocklin	45-minute time allotment						
	-1000-0005	General – Office							
	-1000-0626	General – Animal Control							
	-1170-0005	Public Safety LIT							
7.	SURVEYOR'S	OFFICE, Trohn Enright-Randolph	30-minute time allotment						
	-1000-0006	General							
	-1202-0000	Surveyor's Corner Perpetuation							
8.	PUBLIC DEFEI	NDER, Michael Hunt & Heather Stuffle	20-minute time allotment						
	-1000-0271								
	-1200-0000	Public Defender Supplemental							
9.	RECORDER'S	OFFICE, Amy Swain	30-minute time allotment						
	-1000-0004	General							
	-1160-0000	Identification Security Protection							
	-1217-0000	County Elected Officials Training							

10. Meeting Recessed to Wednesday, September 13, 2023 at 5:00 pm

Monroe County Council Agenda Request Form

Complete <u>ALL</u> applicable highlighted areas below.

DEPARTMENT: Jail	MEETING DATE REQUESTED (Tentative): 9/12/2023
Request Presenter(s): Jordan Miller	Phone: 812-349-2567
Was the Council Liaison notified prior to submitting	this Agenda Request: Yes
PURPOSE OF REQUEST: (Mark with an "X" in all app	olicable boxes)
Creation of Account Line(s) and/or	Additional Appropriation(s)
Fund Name: County General	
Transfer of Funds	
Category	
Fund Name:	
Fund to Fund	
Fund Name A :	
Fund Name B :	
Salary Ordinance Amendment <i>Effective</i>	Date of Amendment:
De-Appropriation of Account Lines	
Fund Name:	
Other (Specify)	

Narrative: Give a **DETAILED SUMMARY** explanation for the request (purpose, action needed, etc.).

Additional appropriation required for medical line (1000.34100.00000.0380) to satisfy Advanced Correctional Health (ACH) contract for medical/mental health for inmates. This need resulted from an increased monthly contract amount as well as fluctuating monthly invoice amounts based on need (the number of times an inmate is required to receive care/treatment outside of our facility.

Complete <u>ALL</u> corresponding agenda information on subsequent tabs. Forward <u>entire</u> Request Form with all supporting documents to: <u>councilrequests@co.monroe.in.us</u>

REQUEST CREATION OF NEW ACCOUNT LINE(S) AND/OR ADDITIONAL APPROPRIATION(S)

Council recommends making <u>ANY</u> In-House and/or Category Transfers <u>PRIOR</u> to requesting additional appropriations.

DEPARTMENT:	JAIL		MEETII	NG DATE REQUESTED (Tentative)	:
Fund Na					_
Fund Num	ber:	1000	Location Number	0380	
Account <u>Number</u>	<u>Acc</u>	ount Description			Amount <u>Requested</u>
34100	Med	ical			480,000.00
34100	Meu				400,000.00
				TOTAL REQUEST	480,000.00

Contact the Council Administrator (Ext. 2516) for <u>new numbers</u> and/or clarification on account numbers.

Staff will notify Department when the accounts/additionals have been approved/updated.

Fund			Acct	Acct Desc	Carry Forward	Original Approp	Addt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpend Balance	Encumbrance	Unexpend Pct
- F	und :	: 1000											
- F	Lo	c : 0380											
	-	Loc Desc : Jail											
		1000	34100	Medical Services	0.00	1,089,418.00	0.00	0.00	1,089,418.00	1,088,613.01	804.99	0.00	0.07%
					0.00	1,089,418.00	0.00	0.00	1,089,418.00	1,088,613.01	804.99	0.00	0.07%
					0.00	1,089,418.00	0.00	0.00	1,089,418.00	1,088,613.01	804.99	0.00	0.07%
					0.00	1,089,418.00	0.00	0.00	1,089,418.00	1,088,613.01	804.99	0.00	0.07%
					0.00	1,089,418.00	0.00	0.00	1,089,418.00	1,088,613.01	804.99	0.00	0.07%

Monroe County Council Agenda Request Form

Complete <u>ALL</u> applicable highlighted areas below.

DEPARTMENT: AUDITOR Request Presenter(s): BRI GREGORY	MEETING DATE REQUESTED (<i>Tentative</i>): 9/12/2023 Phone: 812-349-5024
Was the Council Liaison notified prior to submitting	this Agenda Request: Yes
PURPOSE OF REQUEST: (Mark with an "X" in all app Creation of Account Line(s) and/or	licable boxes)
Fund Name: Transfer of Funds Category Fund Name: Fund to Fund Fund Name A: Fund Name B: Salary Ordinance Amendment Effective	Date of Amendment:
De-Appropriation of Account Lines	
Fund Name: 8950 AMERICAN RESCUE P Other (Specify)	LAN ACT FUND (ARPA)
Narrative: Give a DETAILED SUMMARY explanate	ion for the request (purpose, action needed, etc.).
The Auditors Office is requesting a depappr completion and/or projects no longer being	opriation for the following account lines due to project viable.
29000 - ARPA Sharps Disposal Boxes - \$55	5,000.00

36705 - ARPA COVID Vaccine Incentive - \$466,552.00

36708 ARPA Childcare - \$725,000.00

48000 ARPA Brine System - \$45,471.14

SUPPLIES CATEGORY TOTAL: \$55,000.00

SERVICES CATEGORY TOTAL: \$1,191,552.00

CAPITAL CATEGORY TOTAL: \$45,471.14

GRAND TOTAL DEAPPROPRIATION REQUEST FOR FUND 8950: \$1,292,023.14

Complete <u>ALL</u> corresponding agenda information on subsequent tabs. Forward <u>entire</u> Request Form with all supporting documents to: <u>councilrequests@co.monroe.in.us</u>

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.

REQUEST THE DE-APPROPRIATION OF ACCOUNT LINE(S) WITHIN A FUND

Please contact the Council Administrator to confirm all steps involved for this type of request.

DEPARTME		DITOR				_		ATE	REQUESTED (Tentative)	: 09/12/2023
	nd Name:			ESCUE	PLAN AC	T FUND	(ARPA)			_
	Fund Num	ber:	8950			Locatio	n Number:	0	000	
Account <u>Number</u>	<u>Ac</u>	count	Descript	<u>tion</u>						Amount <u>Requested</u>
29000	AR	PA SHA	ARPS DIS	POSAL	BOXES					55000
36705	AR	PA CO	VID VACC	INE ING	CENTIVE					466552
36708	AR	PA CHI	LDCARE							725000
48000	AR	PA Brin	e System							45417.14
									TOTAL REQUEST	1,292,023.14

Council Staff will notify Department when the De-Appropriation has been completed.

Contact the Council Administrator (Ext. 2516) with any questions regarding your request.

Waggoner • Irwin • Scheele

& Associates INC

MEMORANDUM

DATE: August 14, 2023

TO: Kim Shell, Monroe County Council Administrator

FROM: Lori Seelen and Addie Rooker

SUBJECT: Classification Request – Council

As requested, Waggoner, Irwin, Scheele, and Associates (WIS) reviewed the following two position requests for the County Council staff.

1. <u>County Council Administrator</u>

This is a reclassification request. The position was last reviewed in February 2021 and classified at PAT D Exempt. The request is due to additional duties which are more complex than the current job description. The job description has been updated and the position is responsible for overseeing the preparation of the County budget, coordinating and executing activities and fiscal responsibilities, and serving as liaison between Council and departments.

Added job duties include: Supervising and directing assigned staff; Reviewing and evaluating Knowledge, Skills, and Abilities (KSA) requests for completeness and compliance; Consulting with Personnel Administrator, approving KSA requests and/or making recommendations to Council; Evaluating all prior years of service credit requests for employees returning to employment; Maintaining copies of Council Resolutions, policies, and procedures; Providing necessary assistance to Department Heads with the creation and maintenance of their annual budget; Providing departments with budget guidance and collaborating with the Auditor's Office for statutory duties; Preparing and submitting the County Council Office annual budget; Reviewing, preparing, and submitting monthly claims expenditures and tracking contractual expenditures; Working with Payroll Administrator on proposed increases and/or supplemental compensation changes; Coordinating with Personnel Administrator conducting annual reviews of job descriptions; and Coordinating with Technical Services Department to ensure Council offices and meeting technology needs are met.

Removed job duties include: Communicating with state agencies; Overseeing the administration of software; and Planning, coordinating, and monitoring the fiscal aspects of long-range capital improvement projects, and assisting with compliance.

Job requirement changes from; Bachelor's degree in accounting or a related field with a minimum of three (3) years' experience; to Bachelor's degree from an accredited college or university in accounting, government, business administration, or a related field and/or equivalent combination of education and work experience preferred.

We have assessed this position respective of other positions in the PAT job category and refactored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for PAT positions.

<u>Recommendation</u>: We factored the position at 505 PAT factor points. Therefore, it is recommended the position remain classified at PAT D Exempt.

2. Assistant Council Administrator

This is a new position request. Information submitted by the department states the position is being requested to "ease the burden on the Council Administrator and allow the Administrator to focus on more budget/fiscal related requests from Council Members rather than the day to day operations of the Council Office. A job description has been prepared and the position will be responsible for assisting with administering department operations, managing department's website and social media information, and providing support to County Council and Council sponsored committees as directed by Council Administrator.

Duties for the position include: Assisting Council Administrator and assuming all responsibilities in their absence; Maintaining Council and Council sponsored committee web pages and social media accounts; Attending meetings to assist Council members; Assisting legal counsel, DLGF, AIC and other organizations; Assisting in reviewing agendas, packets, and minutes; Maintaining official records; Coordinating with Personnel Administrator; Performing research; and Monitoring use of Conference Room.

Job requirements for the position include: Associates Degree from accredited college or university in Accounting, Government, Business Administration, or related field and/or equivalent combination of education and work experience.

We have assessed this position respective of other positions in the PAT job category and factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for PAT positions.

<u>Recommendation</u>: We factored the position at 295 PAT factor points. Therefore, if the new position is approved, it is recommended the position be classified at PAT A Non-exempt.

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION:	County Council Administrator
DEPARTMENT:	County Council
WORK SCHEDULE:	As Assigned – 40 hours
JOB CATEGORY:	PAT D (<i>Professional, Administrative, Technological</i>)

DATE WRITTEN:	August 1991	STATUS: Full-time
DATE REVISED:	February 2021, August 2023	FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as the County Council Administrator for Monroe County Council, responsible for overseeing the preparation of the County budget, coordinating, and executing activities and fiscal responsibilities, and serving as liaison between Council and departments.

DUTIES:

Supervises and directs assigned staff, including interviewing and making hiring recommendations, providing training and orientation, analyzing workloads, planning and delegating work assignments, establishing work goals, determining the need for significant changes in responsibilities, evaluating performance results, developing and monitoring staff, reviewing position documentation and salary information, and keeping Council informed of any disciplinary concerns and/or recommending corrective action.

Reviews and evaluates Knowledge, Skills, and Abilities (KSA) requests for completeness and compliance. Consults with Personnel Administrator, approving KSA requests and/or making recommendations to Council. Consults with the legal department regarding KSA policy as needed.

Evaluates all prior years of service credit requests for employees returning to employment, verifying the prior years of service dates and approving prior years' service credit.

Maintains copies of Council Resolutions, policies, and procedures. Consults with legal department regarding the development of resolutions, policies, and procedures including reviewing, recommending, and revising policies. Implements resolutions, policies, and procedures at the direction of the Council. Determines appropriate distribution of information and seeks department input to ensure clarity of policies and procedures.

Coordinates and executes tasks relating to Council activities and fiscal responsibilities as directed by the Council. Works with legal department to ensure compliance with federal, state, and local laws, regulations, and practices.

Prepares, submits, and maintains the Monroe County government salary ordinance each fiscal year from departmental annual updates. Updates and maintains approved salary ordinance information, communicating ordinance updates with all County departments.

Oversees and maintains copies of documents and files related to the Council's statutory duties of describing and classifying positions within Monroe County Government in conjunction with the legal department.

Maintains job descriptions and distributes job questionnaires for new position requests, maintains job classification review forms and assists in filling out forms, and provides copies of review forms to the Job Classification/Compensation Sub-Committee.

Reviews all documents related to Council business including documents that require County Council signatures, meeting agendas, legal advertisements, budget information, resolutions, ordinances, and meeting minutes.

Prepares and submits the County Council Office annual budget. Reviews, prepares, and submits monthly claims expenditures and tracks contractual expenditures.

Assists with editing departmental budget spreadsheets and reviews for accuracy, communicates with state agencies to ensure compliance with state laws, and obtains budget guidance and information at the direction of the Council.

Assists Department Heads with Council requests including requests pertaining to additional appropriations and/or personnel. Provides financial data including reviewing income and expense estimates.

Provides necessary assistance to Department Heads with the creation and maintenance of their annual budget. Provides departments with budget guidance and collaborates with the Auditor's Office for statutory duties.

Executes special projects and makes recommendations.

Prepares reports and correspondence for the Council as required or directed.

Works with Payroll Administrator on proposed increases and/or supplemental compensation changes to determine the cost of the proposal.

Coordinates with Personnel Administrator conducting annual reviews of job descriptions to ensure updated signed job descriptions are in personnel files.

Coordinates with Technical Services Department to ensure Council offices and meeting technology needs are met.

Receives and relays information on matters of interest to the Council and recommends responses and coordinates and makes recommendations regarding any contract awards involving the Council. Assists with developing and recommending long and short-term goals, policies, and other measures for the Council and implements as directed, including creating budget projections and estimates expense forecasts for the annual budget process.

Serves as an administrative contact for the County Council between County departments, Commissioners, state and local agencies and the public, relaying messages, coordinating activities and projects, receiving complaints and concerns, and assisting in resolving problems as directed by Council.

Attends all meetings of the Council to assist with questions and concerns regarding Council business.

Attends all Personnel Administration Committee (PAC) meetings to assist committee members with questions and concerns regarding Job Description Maintenance Policy. Provides direction to departments and ensures requests are complete with appropriate forms to be reviewed by PAC. Drafts necessary forms for PAC requests including amendments necessary to affect PAC requests, fiscal impact of amendments, and provides current and /or proposed departmental organizational charts.

Attends all Council-sponsored committees, as directed. Oversees the completion of committee tasks as delegated or requested by the committee and directs Council personnel regarding task assignments.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree from an accredited college or university in accounting, government, business administration, or a related field and/or equivalent combination of education and work experience preferred.

Ability to meet all hiring requirements, including the passage of a drug test.

Thorough knowledge of County policies, procedures, standards, rules, and regulations and ability to explain, support, and enforce them.

Thorough knowledge of local government accounting structure, processes, procedures, and Generally Accepted Accounting Principles (GAAP).

Working knowledge of standard, English grammar, spelling, and punctuation and ability to prepare scripts, written reports, and financial statements and maintain accurate and organized records.

Working knowledge of the purpose and function of all County departments and principles and practices of salary administration and budgeting in the public sector, including having knowledge of the law and processes related to the Council's statutory responsibilities related to job descriptions and classifications of all County personnel.

Ability to provide public access to or maintain confidentiality of County information and records according to state requirements.

Shall comply with all County and departmental policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to perform statutory duties as prescribed for the County Council and/or Auditor's Office and as agreed upon by County Council and Auditor's Office.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate or hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to count, compute and perform arithmetic operations.

Ability to supervise and direct assigned staff, including interviewing and making hiring recommendations, providing training and orientation, analyzing workloads, planning and delegating work assignments, establishing work goals, determining the need for significant changes in responsibilities, evaluating performance results, developing and monitoring staff, reviewing position documentation and salary information, and keeping Council informed of any disciplinary concerns and/or recommending corrective action.

Ability to organize and present logical conclusions and sound recommendations resulting from analysis of administrative, financial, factual, or other information derived from a variety of sources and effectively preparing accurate and reliable reports, correspondence, and related data.

Ability to work alone with minimal supervision and with others in a team environment on multiple tasks for long periods, and under time pressure.

Ability to prepare and make public speaking presentations.

Ability to compile, analyze, and oversee all financial reports and accounting developments.

Ability to testify in legal proceedings and court.

Ability to occasionally work extended and/or evening hours and travel out of town for meetings and conferences, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent applies specialized knowledge of public administration to overall operation of County departments and performs duties according to standard policies, procedures, and practices of the profession. Independent judgment is required in developing and implementing policies and procedures and interpreting and applying legal requirements to individual cases as directed.

III. <u>RESPONSIBILITY</u>:

Incumbent makes a major contribution to Council operations by working with and consulting County Legal Department to ensure compliance with local, state, and federal regulations and guidelines, and assisting with Council's statutory duties. Incumbent's work is reviewed for accuracy, soundness of judgment, and attainment of objectives along with compliance of policy, precedent, and legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, vendors, and the public for the purposes of exchanging fiscal information and explaining and interpreting fiscal procedures and resolving fiscal-related problems.

Incumbent reports directly to the Monroe County Council and/or Council Designee.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, including sitting and walking at will, standing/walking for long periods, keyboarding, driving lifting/carrying objects weighing under 25 pounds, bending/reaching, close/far vision, color/depth perception, handling/grasping objects, speaking clearly and hearing sounds/communication.

Incumbent is occasionally required to work extended and/or evening hours and travel out of town for meetings and conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of County Council Administrator for the Monroe County Council describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes_____No_____

Applicant/Employee Signature

Date

Type or Print Name

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I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor signature

Date

Type or Print Name

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION:	Assistant Council Administrator
DEPARTMENT:	Monroe County Council
WORK SCHEDULE:	As Scheduled
JOB CATEGORY:	PAT A (Professional, Administrative, Technological)

DATE WRITTEN: August 2023 DATE REVISED:

STATUS: Full-time FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of Monroe provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Assistant Council Administrator for the Monroe County Council Office, responsible for assisting with administering department operations, managing the department's website and social media information and providing support to County Council and Council sponsored committees as directed by Council Administrator.

DUTIES:

Assists Council Administrator and assumes all responsibilities in their absence.

Maintains Council and Council sponsored committee web pages and social media accounts, updating pages with upcoming meetings, providing weblinks for meetings, and ensuring information is accurate and accessible. Maintains Council and sub-committee online event calendar.

Attends County meetings to assist Council members with questions and concerns regarding Council business as directed.

Attends Council sponsored committee meetings, including but not limited to, Personnel Administration Committee (PAC), Sophia Travis Grant Committee (STG), and Food and Beverage Tax Advisory Commission (FABTAC), providing administrative support duties including scheduling meetings and presentations, serving as point of contact for service provers and public, drafting agendas, meeting packets and reports, and assisting with research tasks.

Assists legal counsel, DLGF, AIC and other organizations to inform Council of new legislation affecting Council's duties.

Assists in reviewing agendas, packets, and minutes for Council meetings and other special meetings as assigned.

Assists Council Administrator in maintaining and implementing resolutions, policies, and procedures in conjunction with County Legal department. Assists in gathering input from departments to ensure clarity of policies and procedures.

Maintains official record of Council appointments to Board of Commissioners and interfaces with appointed officials and appointees. Monitors approaching board vacancies and coordinates official appointments by Council, notifying successful applicants of appointment.

Maintains official record of applicants and award recipients for Sophia Travis Community Services Grant Fund. Receives and distributes applications and correspondence from applying agencies to Committee, coordinating meeting dates, preparing news releases, and providing clerical support. Collaborates with County Legal in preparing award recipient resolution, issuing notifications of award decisions, preparing award agreements, preparing claim vouchers for recipients' payments, and tracking required final reports of grant projects.

Coordinates with Personnel Administrator to provide assistance on Council requests/proposals.

Performs research including searching prior meeting minutes and agendas of Council and Commissioners, past appropriations, salary ordinances, resolutions/ordinances, financial statements and data maintained by other County department and government entities as assigned.

Monitors use of Conference Room and instructs users regarding proper use, communicating with Technical Services regarding requirements for meetings in conference room, coordinating with Personnel Administrator and Council Administrators in maintaining and managing detailed, long range schedule for use of conference room.

Assists in Council financial and budget duties including preparing and submitting monthly financial ledger and other reports for Council use and review, preparing budget documentation, and proof reading budget information prior to submission.

Answers telephone and serves as first point of contact for visitors and guests in Council Office responding to questions, addressing problems, taking messages, providing information and/or directing inquiries to appropriate County departments, agencies, or other offices.

Assists with Council administrative tasks including preparing documents and correspondences, sorting and distributing mail, and maintaining accurate organized files.

Monitors departmental office supply needs and maintains inventory of office supplies, submitting supplies requests as needed.

Assists in special projects related to needs of County Council as directed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Associates Degree from accredited college or university in Accounting, Government, Business Administration, or related field and/or equivalent combination of education and work experience.

Thorough knowledge of and/or experience in using social media and social media best practices, including content creation, engagement tactics, and account management.

Working knowledge of standard office procedures and department computer applications and ability to use computer software programs including, but not limited to, Microsoft Access, Excel, Word, Outlook, and web design software/programs.

Knowledge of County government fiscal structures, legal organization, and public process, with a basic knowledge of the role of each branch of County government.

Knowledge of customary and prescribed practices of County Council proceedings, including legal requirements, and ability to make practical application of state rules, regulations, and deadlines pertaining to Council responsibilities.

Knowledge of standard filing systems and ability to create and maintain accurate and organized files and records.

Knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, spreadsheets, and written reports as required.

Ability to create documents with speed and accuracy and properly operate a variety of standard office equipment, including computer, scanner, telephone, recording equipment, calculator, fax machine, and copier.

Ability to effectively communicate orally and in writing with co-workers, other County departments, County Council, County Commissioners, elected officials, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to compile, analyze, collate and evaluate data, make determinations, and present findings in oral or written form.

Ability to understand, memorize, retain, and follow oral and written instructions.

Ability to work alone with minimum supervision and with others in a team environment to meet deadlines and requirements of high-volume operations.

Ability to maintain current knowledge of applicable statutes and guidelines and adapt to changes in procedures accordingly.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and make simple arithmetic calculations.

Ability to regularly work extended and evening hours as required.

II. <u>RESPONSIBILITY</u>:

Incumbent performs duties according to a formal schedule, with priorities determined by supervisor and service needs of the public. Assignments are set jointly by incumbent and supervisor following standard operating policies and procedures. Incumbent must have supervisor's permission to deviate from standard operating procedures. On rare occasions, decisions are made in the absence of specific policies or procedures and/or guidance from supervisor. Errors in work are primarily detected or prevented through prior instructions from supervisor. Undetected errors could result in work delays or inconvenience to other County departments, agencies or the public, and/or potential legal action against the Department or the County.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, County Council, County Commissioners, elected officials, and the public for purposes of exchanging information, explaining policies and procedures, and rendering service.

Incumbent reports directly to Council Administrator.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, keyboarding, occasionally lifting heavy records weighing up to 50 pounds, speaking clearly, hearing sounds/communications, and handling/grasping/fingering objects. Incumbent regularly works extended and evening hours, and occasionally travels out of town for seminars and conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Assistant Council Administrator for the Monroe County Council describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name

