

# ROCK COUNTY, WISCONSIN



**NOTE: This is a Teleconference**

**COUNTY BOARD STAFF COMMITTEE  
MONDAY, APRIL 5, 2021 – 4:30 P.M.  
CALL: 1-312-626-6799  
MEETING ID:  
PASSCODE:**

Join Zoom Meeting

<https://us02web.zoom.us/j/87108114862?pwd=R1FtelNPVzF2dUhDcWkyYVF1LzcvZz09>

Meeting ID: 871 0811 4862

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If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Monday, April 5, 2021. To submit a public comment, use the following email: [countyadmin@co.rock.wi.us](mailto:countyadmin@co.rock.wi.us).

### Join from a telephone:

- On your phone, dial the phone number provided above
- Enter the meeting ID number when prompted, using your dial-pad.
- Please note that long-distance charges may apply. This is not a toll-free number.
- Supervisors: Please identify yourself by name
- **Please mute your phone when you are not speaking to minimize background noises**
- We are new at holding meetings this way, so please be patient

Instructions for the hearing impaired –

<https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning>

Please contact Haley at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

**COUNTY BOARD STAFF COMMITTEE**  
**MONDAY, APRIL 5, 2021 – 4:30 P.M.**

**Agenda**

1. Call to Order
2. Approve Agenda
3. Public Comment
4. Election of Vice Chair
5. Approval of Minutes of March 22, 2021 and March 25, 2021
6. Transfers
7. Review of Payments
8. Resolutions and Committee Action
  - a. Recognizing Carla Buchanan For Service to Rock County
  - b. Recognizing Optical Imaging Specialist Linda K. Nash
  - c. Proclaiming April 22 – April 25, 2021 as YWCA Stand Against Racism Days
  - d. Eliminating One I.T. Support Specialist Position and Adding One Administrative Secretary Position in the Information Technology Department
9. Review, Discussion and Possible Action
10. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail [countyadmin@co.rock.wi.us](mailto:countyadmin@co.rock.wi.us) at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

Please contact Haley at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.



**COUNTY BOARD STAFF COMMITTEE**  
**Minutes – March 22, 2021**

**Call to Order.** Chair Bostwick called the meeting of the County Board Staff Committee to order at 4:30 P.M. via telephone conference.

**Committee Members Present:** Supervisors Beaver, Brien, Richard Bostwick, Peer, Podzilni, Sweeney, Davis and Yeomans.

**Committee Members Absent:** Leavy.

**Staff Members Present via Phone:** Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; Richard Greenlee, Corporation Counsel; Bridget Laurent, Assistant Corporation Counsel; Annette Mikula, Human Resources Director; Terri Carlson, Risk Manager.

**Others Present:** None.

**Approval of Agenda.** Supervisor Sweeney moved approval of the agenda as presented, second by Supervisor Brien. ADOPTED.

**Public Comment.** Supervisor Davis informed the committee of a PSC meeting regarding Bradford Township solar project.

**Approval of Minutes of March 8, 2021.** Supervisor Yeomans moved approval of the minutes of March 8, 2021, second by Supervisor Podzilni. ADOPTED.

**Transfers.** None.

**Resolutions and Committee Action.**

**Proclaiming April 2021 National County Government Month**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2021 does hereby proclaim April 2021 as National County Government Month in honor of all county officials, employees and partners.”

Supervisor Peer moved approval of the above resolution, second by Supervisor Brien. ADOPTED.

**Review, Discussion and Possible Action**

**Approval of Changes to Administrative Policy and Procedure 5.47 Vacation Schedules.** Supervisor Yeomans moved to approve changes to the Administrative Policy and Procedure 5.47 Vacation, second by Supervisor Podzilni. ADOPTED.

**American Rescue Plan Funding and Eligible Uses:** Josh Smith discussed the American Rescue Plan Funding and eligible uses for the funding. Josh Smith identified that the next steps are to identify priorities for funding and determine a process to approve projects to fund.

**Adjournment.** Supervisor Davis moved adjournment at 5:08 P.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Haley Hoffman  
Office Coordinator

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**



**COUNTY BOARD STAFF COMMITTEE**  
**Minutes – March 25, 2021**

**Call to Order.** Chair Bostwick called the meeting of the County Board Staff Committee to order at 5:30 P.M. via telephone conference.

**Committee Members Present:** Supervisors Beaver, Brien, Richard Bostwick, Peer, Podzilni, Sweeney, and Davis.

**Committee Members Absent:** Leavy, Yeomans.

**Staff Members Present via Phone:** Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; Richard Greenlee, Corporation Counsel; Lisa Tollefson, County Clerk.

**Others Present:** None.

**Approval of Agenda.** Supervisor Peer moved approval of the agenda as presented, second by Supervisor Brien. ADOPTED.

**Public Comment.** None.

**Resolutions and Committee Action.**

**Proclaiming April 2021 National County Government Month**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors, in session this \_\_\_\_ day of \_\_\_\_\_, 2021, that they extend the current IGA between the City, the County and the Nation until June 30, 2022.”

Supervisor Podzilni moved approval of the above resolution, second by Supervisor Beaver. ADOPTED.

**Adjournment.** Supervisor Beaver moved adjournment at 5:34 P.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Haley Hoffman  
Office Coordinator

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**

ROCK COUNTY

COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF MARCH 2021

03/25/2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
01-1320-0000-63100	Office&Misc Exp					
		P2100008	03/18/2021	US BANK	FORCAST MEDIA REOPEN ROCK	6.77
01-1320-0000-64200	Training					
		P2100008	03/18/2021	US BANK	TRAINING FOR JOSH AND RANDY	398.00
<b>County Administrator PROG TOTAL</b>						<b>404.77</b>

I have reviewed the preceding payments in the total amount of **\$404.77**

Date:

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

County Board Staff 4/5/2021

**COMMITTEE REVIEW REPORT**  
**WITH DESCRIPTION**  
FOR THE MONTH OF MARCH 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
03-1110-0000-63107	Legal Notices	P2100311	03/11/2021	GREATER BELOIT PUBLISHING CO	CB AGENDA 01-28-2021	509.44
<b>County Board PROG TOTAL</b>						<b>509.44</b>

I have reviewed the preceding payments in the total amount of **\$509.44**

Date:

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF MARCH 2021**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
08-1420-0000-61925	Background/Test					
		P2100307	03/18/2021	US BANK	BACKGROUND CHECKS	185.17
		P2100320	03/04/2021	MERCY HEALTH SYSTEM	DRUG SCREEN-BLOOD TEST	70.00
08-1420-0000-63100	Office&Misc Exp					
		P2100307	03/18/2021	US BANK	OFFICE SUPPLIES	31.53
		P2100319	03/18/2021	OFFICE PRO INC	2021 BLANKET PURCHASE ORDER	106.26
		P2100967	03/04/2021	AMC3 IDENTITY SOLUTIONS LLC	YMCKT-KT DATACARD SP SERIES FO	105.00
08-1420-0000-64215	Recruitment					
		P2100938	03/04/2021	THE CAPITAL CITY HUES LLC	CLASSIFIED AD EQUITY MANAGER	141.60
		P2100974	03/04/2021	DEPARTMENT OF ADMINISTRATION	WISCJOB ANNOUNCEMENTS	875.00
08-1420-0000-64417	RH Expenses					
		P2100307	03/18/2021	US BANK	2021 BLANKET PURCHASE ORDER	290.00
		P2100974	03/04/2021	DEPARTMENT OF ADMINISTRATION	WISCJOBS ANNOUNCEMENT-ROCK HAV	175.00
		P2101042	03/18/2021	ARTHUR L DAVIS PUBLISHING AGEN	THE WISCONSIN NURSE MR 21	461.01
<b>Human Resources PROG TOTAL</b>						<b>2,440.57</b>

I have reviewed the preceding payments in the total amount of **\$2,440.57**

Date:

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Melissa R. Wittwer, Director  
Rock County Child Support Services  
INITIATED BY



Melissa R. Wittwer, Director  
Rock County Child Support Services  
DRAFTED BY

Public Safety and Justice Committee  
SUBMITTED BY

February 25, 2021  
DATE DRAFTED

**RECOGNIZING CARLA BUCHANAN FOR SERVICE TO ROCK COUNTY**

**WHEREAS**, Carla Buchanan has served the citizens of Rock County for the past 20 years as a dedicated and valued employee of Rock County and is retiring on April 5, 2021; and

**WHEREAS**, Carla Buchanan began her career with Rock County as a seasonal worker in Child Support on October 30, 2000. She promoted to a Child Support Reimbursement Specialist on February 26, 2001; and

**WHEREAS**, Carla Buchanan then served much of her career as an Administrative Assistant in General Services starting March 19, 2003; and

**WHEREAS**, Carla Buchanan returned to Child Support Services on January 2, 2018, where she served as a Clerk Typist III and then promoted to a Financial Worker on July 16, 2018; and

**WHEREAS**, Carla Buchanan has passionately served as an advocate for the employees of Rock County during her years of service with Rock County; and

**WHEREAS**, the Rock County Board of Supervisors representing the citizens of Rock County wishes to commend Carla Buchanan for her years of service with Rock County; and

**NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021, does hereby recognize Carla Buchanan for her years of service and extends their best wishes to her in her future endeavors; and

**BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish a copy of this resolution to Carla Buchanan.

Respectfully submitted,

**PUBLIC SAFETY & JUSTICE COMMITTEE**

\_\_\_\_\_/s/\_\_\_\_\_  
Mary Beaver, Chair

\_\_\_\_\_/s/\_\_\_\_\_  
Brian Knudson, Vice Chair

\_\_\_\_\_/s/\_\_\_\_\_  
Jacob Taylor

\_\_\_\_\_/s/\_\_\_\_\_  
Ron Bomkamp

\_\_\_\_\_/s/\_\_\_\_\_  
Danette Rynes

**COUNTY BOARD STAFF COMMITTEE**

\_\_\_\_\_  
Richard Bostwick, Chair

\_\_\_\_\_  
Wes Davis, Vice Chair

\_\_\_\_\_  
Kevin Leavy

\_\_\_\_\_  
Louis Peer

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J. Russel Podzilni

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Tom Brien

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Alan Sweeny

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Bob Yeomans

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Mary Beaver

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RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

SHERIFF TROY J. KNUDSON

CHIEF DEPUTY CRAIG L. STROUSE

INITIATED BY

DRAFTED BY

PUBLIC SAFETY & JUSTICE

MARCH 26, 2021

SUBMITTED BY

DATE DRAFTED

**RECOGNIZING OPTICAL IMAGING SPECIALIST LINDA K. NASH**

1 **WHEREAS**, Linda K. Nash began her employment with the Rock County Sheriff’s Office on June 20,  
2 2005, as a Clerk Typist III; and,  
3

4 **WHEREAS**, On March 14, 2011, Linda accepted the position of Optical Imaging Specialist at the Rock  
5 County Sheriff’s Office.  
6

7 **WHEREAS**, Linda having worked in the Support Services Bureau; and having worked under three  
8 Sheriffs over the course of her career: Sheriffs Eric Runaas, Robert Spoden and Troy Knudson; and,  
9

10 **WHEREAS**, Linda K. Nash will retire from public service on April 6, 2021.  
11

12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
13 this \_\_\_\_\_ day of \_\_\_\_\_, 2021, does hereby recognize Optical Imaging Specialist Linda K.  
14 Nash for her over 15 years of faithful service and recommends that a sincere expression of appreciation  
15 be given to Optical Imaging Specialist Linda K. Nash along with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Mary Beaver, Chair

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Richard Bostwick, Chair

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Brian Knudson, Vice Chair

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Wes Davis, Vice Chair

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Jacob Taylor

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Tom Brien

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Ron Bomkamp

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Kevin Leavy

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Danette Rynes

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Louis Peer

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J. Russell Podzilni

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Alan Sweeney

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Bob Yeomans

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Mary Beaver

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee  
INITIATED BY



Randy Terronez  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

March 30, 2021  
DATE DRAFTED

**Proclaiming April 22 – April 25, 2021 as YWCA Stand Against Racism Days**

- 1 **WHEREAS**, all residents regardless of race, creed, or ethnicity deserve to be treated with dignity,
- 2 respect, compassion, and justice; and
- 3
- 4 **WHEREAS**, Rock County residents value initiatives that will end race-based disparities and make the
- 5 world a more equitable, inclusive, and dignified place for all to live; and
- 6
- 7 **WHEREAS**, the elimination of racism can be achieved only with the participation of all residents in
- 8 dialogue, reflection and action; and
- 9
- 10 **WHEREAS**, Rock County supports YWCA in its praiseworthy mission to eliminate racism, empower
- 11 women, and stand up for social justice, help families, and strengthen communities; and
- 12
- 13 **WHEREAS**, Rock County in celebration of Stand Against Racism, a signature campaign of the YWCA
- 14 USA to build community among those who work for racial justice and to raise awareness about the
- 15 negative impact of institutional and structural racism in our communities.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED** by the County of Rock Board of Supervisors on this \_\_\_\_
- 18 day of April, 2021, hereby declares April 22 - April 25, 2021 as Stand Against Racism days in the County
- 19 of Rock and encourages residents, local businesses, educators, and community and faith-based
- 20 organizations to celebrate diversity and advocate for the elimination of racism.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Richard Bostwick, Chair

\_\_\_\_\_  
J. Russell Podzilni

\_\_\_\_\_  
Wes Davis, Vice Chair

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Tom Brien

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Bob Yeomans

\_\_\_\_\_  
Kevin Leavy

\_\_\_\_\_  
Mary Beaver

\_\_\_\_\_  
Louis Peer

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY



Diana Arneson, Security Officer  
DRAFTED BY

Finance Committee  
SUBMITTED BY

March 30, 2021  
DATE DRAFTED

**ELIMINATING ONE I.T. SUPPORT SPECIALIST POSITION AND ADDING ONE  
ADMINISTRATIVE SECRETARY POSITION IN THE INFORMATION  
TECHNOLOGY DEPARTMENT**

- 1 **WHEREAS**, the Rock County Information Technology Department recently had its I.T. Support
- 2 Specialist announce her retirement; and,
- 3
- 4 **WHEREAS**, the I.T. Support Specialist position is currently in range 0.5 of the AFSCME local 2489
- 5 pay grid; and,
- 6
- 7 **WHEREAS**, the functions of the Administrative Secretary position would better align with the duties
- 8 required as part of the reorganization of the Rock County I.T. department; and,
- 9
- 10 **WHEREAS**, the pay range for an Administrative Secretary is range 10 of the Unilateral Pay Plan and is
- 11 virtually identical to the current pay range for the I.T. Support Specialist position; and,
- 12
- 13 **WHEREAS**, the I.T. department requests the former I.T. Support Specialist position in AFSCME local
- 14 2489 pay grid range 0.5, be eliminated and a new Administrative Secretary position be added at pay
- 15 range 10.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 18 this \_\_\_\_\_ day of \_\_\_\_\_, 2021 does hereby approve the elimination of one I.T. Support
- 19 Specialist position and the addition of one Administrative Secretary position for the I.T. department at
- 20 Unilateral pay range 10.

Respectfully submitted,

FINANCE COMMITTEE

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Wes Davis, Vice Chair

\_\_\_\_\_  
Stephanie Aegerter

\_\_\_\_\_  
Brent Fox

\_\_\_\_\_  
Richard Bostwick

COUNTY BOARD STAFF COMMITTEE

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Rich Bostwick, Chair

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Wes Davis, Vice Chair

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Tom Brien

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Kevin Leavy

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Louis Peer

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J. Russell Podzilni

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Alan Sweeney

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Bob Yeomans

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Mary Beaver

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.

/s/Bridget Laurent

Bridget Laurent  
Deputy Corporation Counsel

FISCAL NOTE:

The hourly rates for each of these positions differ by only a few cents. Therefore, the change is considered budget neutral.

/s/Sherry Oja

Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

**Elimination of the I.T. Support Specialist position and Addition of an Administrative Secretary position for I.T. executive summary**

The current I.T. Information Support Specialist position has been held by the same person for many years now. With the retirement of this individual, the opportunity has opened to bring this position into the Rock County Unilateral Pay Plan which will better align this position with the rest of the staff in the Information Technology department who are all currently represented in the Unilateral Pay Plan.

Additionally, some of the duties of the I.T. Support Specialist are no longer required with the reorganized I.T. department and some new duties have been added that better serve the rest of the staff and the business model of the I.T. department moving forward.

<b>POSITION DESCRIPTION</b>		1. Position Control # <b>11021</b>	2. Department, Division and Unit (if applicable) <b>Information Technology</b>
3. Name of Employee <b>Tracie Peck</b>		4. Unit, Work Address <b>Health Care Center 3530 N. County Highway F, Janesville</b>	
5. Classification Title of Position <b>Information Technology Support Specialist</b>		7. Name and Class of Former Incumbent <b>T.J. Peck</b>	
6. Class Title Option (to be filled out by Human Resources)		9. Name and Class of Employees Performing Similar Duties	
8. Department Working Title of Position <b>Information Technology Support Specialist</b>		11. From Approximately What Date Has The Employee Performed the Work Described Below?	
10. Name and Class of First-Line Supervisor <b>Information Technology Business Manager</b>			
12. Does This Position Supervise Subordinate Employees in Permanent Positions? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
13. Position Summary - Please Describe Below the Major Goals of This Position <b>Performs office administration, record keeping, and financial functions within the Information Technology (IT) Department. This work involves performing duties typically required by accounts receivable, accounts payable, asset management, records management, vendor management, receiving, shipping, assisting in IT budget processing and order processing. Position requires excellent communication skills, a high degree of independence, and ability to maintain strict confidentiality.</b>			
14. Describe the Goals and Worker Activities of this Position - Goals: Describe the major achievements, outputs or results of this position. Prioritize and list them in descending order of importance (A, B, C, D, etc.) Estimate the percentage of time spent on each goal. - Worker Activities: Under each goal, list the worker activities performed to meet that goal (1., 2., 3., etc.)			
Time %	Priority	Goals / Worker Activities	
45%	A	<b>Manage office administration, financial functions, and record keeping for the IT Dept.</b>  <b>1. Answer phones and route calls to the IT Service Desk or other appropriate staff. Schedule appointments and meetings for the Information Technology Administrative staff. Greet and assist visitors and escort them through the IT department as required.</b> <b>2. Process purchase requisitions for IT and other county departments to order computer hardware, software and supplies as required from tasks assigned. Work closely with the County Purchasing Department to insure county purchasing policies are followed.</b> <b>3. Process account receivables: prepare invoices for all county departments and municipalities to charge for equipment and/or services rendered; prepare bank deposit transmittals for funds received; and reconcile accounts receivable to bank statements and internal fund accounts.</b> <b>4. Process accounts payable: process invoices received from vendors, other county departments, and municipalities; insure all invoices paid reconcile to purchase order totals; and work closely with vendors in the event credits are required.</b> <b>5. Assist with annual preparation of the IT Department budget</b> <b>6. Prepare journal entries and transfers as required</b> <b>7. Reconcile monthly Credit Card statements for IT staff.</b>	
40%	B	<b>Maintain Asset Management system as part of the receiving process.</b>  <b>1. Receives shipments, monitors loading dock calls and processes incoming, outgoing and interoffice mail</b>	

Time %	Priority	Goals / Worker Activities
		<p><b>2. Maintain close working relationship with the IT Service Team to insure all shipments are received properly and assigned to the correct tasks in the Asset and Service Management system.</b></p> <p><b>3. Enter items received into the Asset and Service Management system.</b></p> <p><b>4. Enter county software and hardware contracts into Contract Review application.</b></p> <p><b>5. Requisitions office supplies; uniforms for staff; and tools.</b></p>
15%	C	<p><b>Provide support, representation and job flexibility.</b></p> <p><b>1. Responsible for reporting the need for maintenance or repair of equipment and IT data facilities to the General Services . Process work orders using the county's General Services operations solutions software .</b></p> <p><b>2. Attends meetings and training as required</b></p> <p><b>3. Performs related work as required, other duties as assigned</b></p>

15. Knowledge, Skills and Abilities (KSAs)

**Knowledge of office management, practices, systems and equipment**  
**Knowledge of Governmental Accounting Standards Board (GASB) generally accepted accounting principles**  
**Knowledge of computer software office applications including Word, Outlook, Excel**  
**Ability to organize and maintain accurate and complete financial and asset management records.**  
**Ability to prepare clear and detailed reports using MS Office applications or other software as required**  
**Ability to exercise judgment and discretion of departmental policies and procedures**  
**Ability to establish and maintain effective public and working relations**  
**Ability to multi-task and perform a wide range of administrative, financial and professional functions**

16. Job Requirements

**Three (3) years experience in office administration, accounting, finance or related field.**  
**Experience in office software applications including but not limited to Microsoft Word, Excel, Outlook, and Teams.**  
**Experience with general ledger, asset management, and vendor management software applications.**  
**Must be able to pass CJIS background check.**

17. Essential Job Functions (physical elements, equipment use and working conditions) Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

**Physical elements**  
**Ability to stand, walk and sit for periods of time**  
**Ability to lift, push or pull 40 pounds**

**Equipment used**

**Standard office equipment (PC/laptops, multi function printers, scanners, and bar code equipment)**

**Multi line IP Telephone and cell phone**

**Pallet Jack**

**Working Conditions**

**Inside work with minimal exposure to weather elements**

18. Employees designated as "essential to operations." To be completed by the Department manager/supervisor. Approximately 600 county employees in public safety departments, 24-hour operations, and support departments have been designated as "essential to operations" in an emergency situation (i.e. a blizzard). Employees in these positions must report to work even if county facilities are closed due to inclement weather. (See HR Policies & Procedures.)

Is this position "essential to operations?"  Yes  No

19. Supervisory Section - To Be Completed By the First-Line Supervisor of this Position

a. The supervision, direction and review of the work of this position by the supervisor is  close  general  minimal

b. The statements and time estimates above and on attachments accurately describe the work assigned to the positions.

Signature of First-Line Supervisor \_\_\_\_\_ Date \_\_\_\_\_

20. Updated Form - To be completed by the first-line supervisor of this position.

The most recent update to this position description was done on \_\_\_\_\_, and an electronic copy of the form was sent to the HR Department.

21. Employee Section - To Be Completed By the Incumbent of this Position

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position. (Please initial and date attachments.)

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

22. Signature of Human Resources Manager \_\_\_\_\_ Date \_\_\_\_\_

23. Distribute Copies of Signed Form to:

Human Resources Personnel File  Employee  Department File