



COUNTY COMMISSION

Monday, August 10, 2015

5:00 PM Following Public Building Commission Meeting

Ellis County Administrative Center – Basement Meeting Room

Order of Business

I. Opening

- A. **Call to Order**
- B. **Pledge of Allegiance**
- C. **Clerk Calls the Roll**
- D. **Order of Business**
Consideration of Amendments

II. Prior Minutes

III. Consent Agenda

- A. **Approval of Employee Status Changes as presented**
- B. **Approval of Refunding Warrants as presented**
- C. **Approval of Tax Roll Adjustments as presented**
- D. **Approval of Escape Tax Orders as presented**
- E. **Approval of Adds and Abates as presented**
- F. **Approval of Accounts Payable and Payroll as presented**

IV. Issues from Persons Not on the Order of Business

IV. Public Requests/Presentations/Reports Agenda

A. Adams, Brown, Beran and Ball Auditors-Ken Beran and Melissa Romme will present 2014 County Audit

B. Extension Report-Stacy Campbell

V. Action Items Agenda

A. Ellis County Administrator Job Description [Enclosure](#)

B. 2016 Budget Draft Revision Proposal (four jailer positions)

VII. Issue Introduction/Report Agenda

A. County Commission

1. July 2015 Monthly Financial Report (report available at the Ellis County Clerk's Office)

B. Public Works-Discuss engineering fees on bridge repair work west of Antonino-Curt Hoffman

C. Executive Session

1. Public Works Interim Director Curt Hoffman

VIII. Adjournment

ELLIS COUNTY JOB DESCRIPTION

Date: August 4, 2015
Job Title: County Administrator
Reports to: Board of County Commissioners
FLSA Status: Exempt

Position Summary: The County Administrator serves as the chief administrative officer of Ellis County at the direction of the Board of Ellis County Commissioners, and is responsible for the effective administration of all governmental affairs of Ellis County placed under their charge by the Board. The Administrator serves at the pleasure of the Board, which determines the compensation and benefits of the position. The County Administrator implements and enforces all policies, rules, and regulations adopted by the Board of County Commissioners. Notwithstanding K.S.A. 19-3a04, the Board of County Commissioners determines that the duties and responsibilities of the County Administrator are as follows:

Essential Duties and Responsibilities:

Public Process

- Develop agendas in consultation with commissioners for all meetings of the Board of County Commissioners; prepare or oversee development of background documents pertaining to agendas; attend all board meetings and present proposed policies, programs, and plans to address overall county issues for review, revision, and approval by the Board.
- Serve as the County's liaison to County boards and commissions, other governmental entities and partnerships, community organizations, businesses, and the news media, keeping the Board informed of the status of such contacts and relationships.
- Cultivate and develop opportunities for Ellis County government to constructively engage with citizens, groups, businesses, and organizations.

Human Resources Management

- Recruit applicants for open non-elected department director positions and interview finalists. Following the recruitment process, the County Administrator may—subject to the approval of the Board—extend an employment offer, negotiate final terms of employment, and appoint non-elected department directors.
- Work with department directors and elected officials to assure their compliance with the Ellis County personnel policies. Review department procedures for the recruitment, appointment, compensation, discipline, and change of status for all non-elected personnel.

- Administer the position classification and compensation plan adopted by the Board. Recommend proposed changes for Board approval to the County's classification and compensation plan, employee handbook, personnel policies, and collective bargaining agreements.
- In consultation with the County Counselor, develop policies and practices to ensure Ellis County's compliance with federal and state laws concerning employment, equal opportunity, compensation, and accessibility.
- Foster an environment in which employees are encouraged and challenged to grow in their capacity to serve Ellis County citizens, through training, professional development, and collaboration.
- As it relates to non-elected department directors:
 1. The County Administrator supervises department directors.
 2. The County Administrator provides employee orientation regarding County policies and procedures.
 3. The County Administrator coordinates and supervises the administrative operations of the departments of all non-elected department directors.
 4. The County Administrator has the authority to discipline, suspend, or dismiss non-elected department directors, with the prior approval of the Board of County Commissioners.
 5. The County Administrator must complete annual performance evaluations of all non-elected department directors and ensure completed annual evaluations according to the County's personnel policy for all personnel in the departments of non-elected department directors.
 6. The County Administrator must obtain input and feedback from the Board of County Commissioners prior to conducting annual performance reviews of non-elected department directors and incorporate the Board's input when completing the annual evaluations.
- As it relates to elected officers of the County and their employees, the County Administrator serves as a resource to elected officials concerning employees under the elected officials' direct control. This includes interpreting and helping to enforce personnel policies applicable to their employees and advising on human resource matters with the goal of harmonizing the work of all offices and departments of Ellis County.

Financial Management and Planning

- Prepare in consultation with the Board, recommended annual county and fire district budgets, multi-year capital improvement programs, and strategic plans for all county operations. These are subject to review, revision, and adoption by the Board.

- Monitor revenues and expenditures of all county funds and fire-district funds. Further, advising the Board, other elected officials, and department directors of trends and potential corrections to budgets.
- Act as liaison to the county's independent external auditor, consulting with them to design and implement financial controls and processes to safeguard the County's financial resources.
- Serve as the central point of contact with regard to County purchasing. This requires general supervision over purchases in accordance with the budget and purchasing policies established by the Board.

Policy Development

- Research public policy questions as requested by the Board and present research findings for consideration.
- Evaluate options to secure outside funding, including grants from federal, state, or philanthropic sources; prepare and submit applications for grants as approved by the Board.
- Explore, research, and recommend new policies, practices, or processes that assist the County in becoming more effective or efficient.

Administrative Coordination

- Coordinate county programs and operations with the programs and operations of other local governments (cities, townships, fire district), local non-governmental entities, and state and federal governments for the benefit of all citizens.
- Work with department directors and elected officials to ensure the care and management of all County-owned property, facilities, equipment, and inventories.
- Work with department directors and elected officials to ensure compliance with state and federal laws and County resolutions and policies. Assist department directors and elected officials in resolving problems and conflicts at the earliest time possible.

Marginal Duties and Responsibilities:

- Acts as backup for short-term vacancies of various positions
- Reviews and verifies materials for compliance with County regulations and procedures.
- Develops spreadsheets, promotional pieces, reports, guides, brochures, powerpoints, and other County materials.
- Provides transportation in personal vehicle as needed.
- Performs related duties and responsibilities according to Board direction.

Position Requirements:

Experience: 3-5 years of experience as a local government administrator or manager required.

Education: Bachelor's degree required; Master's degree in Public Administration or related field preferred.

Skills: Excellent supervisory, communications, organizational, administrative, and budgetary skills required.

License: Driver's license with capacity to visit all county workplaces.

Working Environment: Standard office environment with some local travel and outdoor supervision.

Physical Requirements:

- *Mental*
 - Reason and make judgments
 - Understand and follow oral and written instructions
 - Guide and give instructions
 - Make decisions in accordance with established procedures and policies
- *Verbal Abilities*
 - Communicating with County officials, the general public, vendors, and with supervisors and other employees
- *Hearing/Listening*
 - Ability to distinguish between different tones
- *Numerical*
 - Ability to perform accurate calculations aided by a calculator or other measurement device
- *Manual Dexterity*
 - Ability to move the hands easily and skillfully; including use of a telephone, computer keyboard and mouse, radio, calculator, and copy machine
- *Strength*
 - Ability to lift and move approximately ten pounds for traditional office work

The County will provide reasonable accommodations to enable qualified individuals with disabilities to perform the essential functions.

This job description does not constitute a contract or agreement between Ellis County Government and employee and is subject to change by the Board of Ellis County Commissioners as necessary.

Ellis County, Kansas is an equal opportunity employer.