

## Duties & Services of the County Clerk's Office

### SERVICES TO THE COUNTY BOARD

- ☐ Recording secretary
- ☐ Prepare and publish agendas for county board and committee meetings
- ☐ Record meeting minutes for county board and committee meetings
- ☐ Certification of county board actions
- ☐ Publish official proceedings
- ☐ Ensure compliance with open meetings law
- ☐ Ensure compliance with records retention laws
- ☐ Ensure compliance with freedom of information requests
- ☐ Compile/publish/maintain current county directory
- ☐ Sign contracts, deeds and agreements as approved by county board

### ELECTION ADMINISTRATION

- ☐ Serve as election officer of the county
- ☐ Receive and file the official oaths and bonds of all county officers
- ☐ Serve as the filing officer for county candidates and referenda questions
- ☐ Prepare and publish election notices
- ☐ Prepare/print/distribute ballots and supplies to municipal clerks
- ☐ Program election tabulation equipment
- ☐ Maintain Statewide Voter Registration System for general,

judicial and special elections

- ☐ Provide Statewide Voter Registration System services for local municipalities
- ☐ Tabulate and report election results
- ☐ Conduct Boards of Canvass and recounts
- ☐ Issue Certificates of Election
- ☐ Election training for municipal clerks and school districts

### LICENSES AND PERMITS

- ☐ Issue marriage licenses and maintain index
- ☐ Issue domestic partnership certificates and domestic partnership terminations and maintain indexes
- ☐ Distribute state dog license and supplies to municipal treasurers
- ☐ Administer dog license fee accounts
- ☐ Process passport applications
- ☐ Issue conservation licenses
- ☐ Issue hayrack and sleigh ride permits
- ☐ Issue pawnbroker and secondhand dealer licenses
- ☐ Issue temporary and/or permanent vehicle license plate and registration renewals
- ☐ Issue work permits for minors

### FINANCIAL FUNCTIONS

- ☐ Sign all orders for payment of money directed by the board
- ☐ Budgeting

- ☐ Apportionment of taxes
- ☐ General accounting
- ☐ Bonding/borrowing
- ☐ Payroll
- ☐ Purchase liability, property and other insurance
- ☐ Insurance maintenance
- ☐ GASB reporting
- ☐ Asset inventory
- ☐ Sale of tax deed property

### OTHER STATUTORY DUTIES

- ☐ Annually compile and transmit list of municipal officers to secretary of state
- ☐ Zoning matters
- ☐ Farmland preservation
- ☐ Library reimbursement requirements
- ☐ Timber harvest notices
- ☐ Probate claim notices
- ☐ Miscellaneous highway department records
- ☐ Contracts, leases and agreements
- ☐ Claims against the county
- ☐ Historical Society
- ☐ Other non-mandated functions
- ☐ Administrative coordinator
- ☐ Personnel
- ☐ Data processing
- ☐ Purchasing
- ☐ Facilities maintenance
- ☐ Insurance
- ☐ Redistricting
- ☐ Website maintenance
- ☐ Other duties specific to local office

## SWOT Analysis

<p style="text-align: center;"><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• Loyal and dedicated staff</li> <li>• Communication</li> <li>• Willingness to make change</li> <li>• Services we provide to residents</li> <li>• Positive outlook between dept. heads and supervisors</li> <li>• Caring supervisors and dept. heads</li> <li>• Rural and scenic</li> </ul>	<p style="text-align: center;"><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• Budget process</li> <li>• Lack of financial stability</li> <li>• No HR and finance departments</li> <li>• Communication/unclear processes</li> <li>• No centralization of departments</li> </ul>
<p style="text-align: center;"><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• More assistance with HR rules</li> <li>• At a cross-road, chance to improve processes</li> <li>• Clear roles for supervisors and dept. heads</li> <li>• Desire to change</li> <li>• To address: lack of transparency and increase public satisfaction</li> <li>• Better quality of life for residents</li> <li>• Better overall picture of county fiscally</li> <li>• To make county more efficient and cost savings through streamlining</li> <li>• A centralized government entity</li> <li>• To budget a new position of leadership</li> <li>• Clear roles for supervisors and department heads</li> </ul>	<p style="text-align: center;"><b>Threats</b></p> <ul style="list-style-type: none"> <li>• Strained finances</li> <li>• Litigation (lack of HR)</li> <li>• Lack of transparency</li> <li>• Public dissatisfaction</li> <li>• Tax base in danger of eroding as farm industry slides downward</li> <li>• Cost of new position (salary, benefits, office space)</li> <li>• Failure to see big picture</li> <li>• County board will not like a coordinator and will work against that person.</li> <li>• County is poor</li> <li>• Population shift and state/federal dollars going to urban areas</li> </ul>

The following criteria were identified as critical for the improved administration of Richland County:

1. Financial oversight of all department budgets. Work with departments to develop budget and possibly identify areas to improve efficiency
2. Evaluate county as a whole and identify possible areas of redundancy/deficiency and formulate plan to improve efficiency
3. Strategic plan implementation/capital expense plan
4. HR management to create uniform HR policy across departments
5. Supervise Department Heads
6. Create communication plan to disseminate information to employees and public
7. Create centralized services (where appropriate) to increase buying power and create efficiencies.
8. Eliminate “silos” (departments acting unilaterally)
9. Facilitation of coordination between county board and departments

## **RECOMMENDATION**

After much research and deliberation, it is the recommendation of this committee that Richland County choose County Administrator (CA) as its form of administration. When considering all the criteria identified as critical for Richland County administration, this committee determined they could not be accomplished in a part-time position. The primary differences between a full-time administrative coordinator (AC) and county administrator are the amount of authority granted by statute. The AC is not given statutory authority for submission of an annual budget or supervising department heads, rather it would have to be explicitly granted by the County Board. It is the opinion of this committee that in order for the administration to be successful in implementing the criteria identified, the position would need to have the authority to handle the county budget as a whole, as well as supervise department heads. Since we want the position to have that authority, and not have it dependent on that authority being granted by the Board, the County Administrator form is best suited to meet the needs of Richland County.

While we were not tasked with discussion of the economic impact of our decision, the committee was mindful of the budget situation when making our recommendation. When comparing full-time administrative coordinator with a county administrator, the costs would be similar.

The committee recommends the job description be well written to address each of the nine criteria with clearly stated authority and expectations. The Board Rules and Committee Structure will also need to be re-written to align with the statutory authorities granted to this position.