

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Administrative Coordinator Ordinances

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	4 August 2020	Action Needed:	Ordinance / Resolution
Disclosure:	Open Meeting	Authority:	Committee Structure (E)
Date submitted:	31 July 2020	Referred by:	

Recommendation and/or action language: *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Motion to recommend an ordinance to the Richland County Board to repeal Ordinance No. 86-6 (Establishment of an Administrative Coordinator) and to direct that current insurance and budgetary duties of the Richland County Clerk's office remain in place until and if directed otherwise by the Richland County Board.

Background: *(preferred one page or less with focus on options and decision points)*

The Richland County Board of Superiors ordained the designation of the Administrative Coordinator position on 16 September 1986 by Ordinance 86-6, in accordance with Wis. Statute 59.034. (Now covered under 59.19) The Richland County Board of Supervisors created the position of County Administrator by resolution NO. 19-93 on 20 August 2019, in accordance with Wis. Statute 59.18.

Having an Administrator and Administrative Coordinator creates conflicting roles by statute, it is recommended the position Administrative Coordinator be dissolved with repeal of Ordinance No. 86-6. This action would be in line with continued efforts to transition to an Administrator model of county government.

Any future recommended changes regarding administration will continue to stay within statutory boundaries established under 59.18 (County Administrator) and 59.23 (Clerk).

Attachments and References:

Ordinance No. 86-6	County Administrator Position Description
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Financial Review:

(please check one)

☐	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
☐	Other funding Source		
☒	No financial impact		

(summary of current and future impacts)

None foreseen

Approval:

Review:

Richland County Finance and Personnel Committee

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A handwritten signature in black ink, appearing to be 'C. Langreck', is written over a horizontal line.

Department Head

Administrator, or Elected Office (if applicable)

ORDINANCE NO. 86 - 6

The County Board of Supervisors of the County of Richland does hereby ordain as follows:

SECTION 1: Pursuant to section 59.034 of the Wisconsin Statutes, Bernal W. Coy, County Clerk of Richland County, is hereby designated the Administrative Coordinator of the County.

SECTION 2: 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 officers.

SECTION 3: The Administrative Coordinator shall, also, exercise the following duties:

- (a) Administer the various insurance programs of the County. Work with the Insurance Committee to see that insurance coverage is solicited and adequate to protect the County from financial loss.
- (b) Assist the Finance Committee in the preparation of the annual budget. Monitor implementation of the adopted budget to assure that all expenditures of county funds are made in compliance with the allocations of the budget.
- (c) Serve as Courthouse building Manager.
- (d) Provide general leadership to County departments and assure that County Board policies are implemented.
- (e) Act as liaison to the public to resolve problems and answer citizens questions about county services.

SECTION 4: The administrative Coordinator shall at all times be fully accountable to the County Board in the management of his responsibilities under this Ordinance.

SECTION 5: In the event of a vacancy in the office of Administrative Coordinator, the County Board shall designate a temporary Coordinator to serve until the successor to the Administrative Coordinator is appointed.

SECTION 6: This Ordinance shall be effective immediately upon its passage and publication.

Dated: September 16, 1986
Passed: September 16, 1986
Published: September 18, 1986

ORDINANCE OFFERED BY THE PERSONNEL COMMITTEE

	<u>FOR</u>	<u>AGAINST</u>
Mildred Rott	X	
Fred Bergman	X	
Delbert Whiteis	X	
Walter C. Crook	X	
Joe Mott	X	

Richland County Administrator duties

1. Meeting Attendance & County Board Relations.

- A. Attends all meetings of the County Board, except when excused by the County Board Chair or the County Board, and advises and recommends courses of action to the Board as it pertains to matters of County interest.
- B. Supports the County Board by assisting with the preparation of the agendas, minutes of the meeting, and all resolutions and ordinances to be presented to the Board.
- C. Provides the Board with data regarding County programs and activities, and makes regular reports to the Board.
- D. Sees that all orders, ordinances, resolutions, and regulations adopted by the County Board are faithfully executed.
- E. Attends and participates in committee meetings as deemed necessary or requested by committee chairs.
- F. Monitors, reviews and keeps the County Board fully informed of any federal and state administrative, legislative and judicial developments which may affect or impact the County. Solicits the Board's position, drafts responses, recommends amendments, and supports said legislation. May represent the County at state legislative meetings or hearings, or engage in lobbying efforts, on behalf of the county.

2. Administrative Duties.

- A. Appoints and supervises all Department Heads of the County, except those elected by the people. Supervises, coordinates, and directs all administrative and management functions of the County's departments and agencies under direct jurisdiction or fiscal control of the County Board, including requiring the periodic submission of organizational charts and departmental activity reports and conducting regular meetings with department heads. Oversees the day-to-day operations of all County government functions ensuring effectiveness and efficiency.
- B. Responsible for the overall direction, coordination, and evaluation of the County Administrator's Office. Carries out supervisory responsibilities in accordance with the County's policies and other applicable laws. Responsibilities include interviewing, hiring, and training Department Heads (who are not elected by the people); planning, assigning, and directing work; appraising performance; rewarding and disciplining Department Heads (who are not elected by the people); addressing complaints and resolving problems. Reviews all recommendations for disciplinary suspensions and discharge of all employees.
- C. Researches and recommends the establishment and modification of County policies, and interprets and advises Department Heads concerning board policies, directives and expectations. Ensures the policies and programs adopted by the County Board are effectively carried out.
- D. Appoints the members of all Boards and Commissions, subject to the confirmation of the County Board. Coordinates and actively participates in the selection and appointment process for the committees of the County Board.
- E. Acts as a resource for all union negotiations, and actively participates in the development of the County's negotiation strategy.

F. In coordination with the oversight committees and department heads reviews and determines whether vacant positions should be filled.

G. Directs the preparation of all reports, studies, and research as the Board may require concerning operations of the County; prepares plans and programs for the Board's consideration in anticipation of future needs.

H. Reviews and signs all contracts for goods and services after review by the Corporation Counsel and department head. Approves all intergovernmental contracts and rental or lease contracts on behalf of the County.

I. Manages a wide variety of major projects and coordinates the roles of staff in the process.

3. Strategic Planning & Organizational Improvement.

A. Makes recommendations, assists the County Board in establishing, and advances the organizational mission, vision, values and identified County goals.

B. Develops, integrates, and directs the current and long-range strategic plans for all County activities. Uses resources within the County to accomplish organizational goals and objectives and assists in the formulation of those goals and objectives to assure they support the County's mission, vision and values.

C. Evaluates, on a continuing basis, the levels of service provided by County Departments and recommends the establishment and/or modification of policies, procedures, or operating standards. Recommends reorganization, improvement, or development of new functions, or abandonment of old functions, to the County Board.

D. Takes the initiative to propose to the County Board such actions as will contribute to the efficiency, productivity, and overall improvement of County operations.

4. Budget Preparation and Execution.

A. Responsible for the preparation and submission of the annual budget and capital improvement program to the County Board.

B. Establishes, with the Finance and Personnel Committee procedures, format, and priorities desired in the preparation of the budget. Conducts and schedules budget hearings and meetings on budget requests with the Finance and Personnel Committee. Attends budget meetings and makes recommendations on said budgets.

C. Executes the adopted budget, ensuring that all expenditures of County funds are made in strict compliance; reviews all departmental and agency requests or adjustments transfers of budgeted funds with the Finance and Personnel Committee, and the board as necessary

5. Financial Reports and Planning. *In cooperation with the Finance and Personnel Committee*

A. Makes regular reports to the Board, keeping the Board fully advised as to the financial condition of the County and its future financial needs. Recommends such matters to them for their consideration as deemed necessary or advisable for administration and coordination of County functions.

against anticipated county growth, and recommends methods of financing future needs.

B. Directs the examination of all accounts, records and operations of the County, which receive moneys from the County Board.

C. Maintains and provides affected departments with current information on availability of funds and procedures to apply for federal and state grant programs and assists in application for and procurement of such grants.

D. Develops bonding projects for the County and makes subsequent recommendations for the County Board.

6. Human Resources

A. Administers the County's Handbook of Personnel Policies and Work Rules

B. Administers the County's employee fringe benefits programs

C. Reviews all recommendations for disciplinary suspensions or discharges

D. Develops hiring policies and monitors hiring practices and decisions to ensure that consistent and sound personnel policies are followed.

7. Property Management.

A. Monitors the care and custody of all buildings, grounds and property of the County, and ensures that an accurate inventory of said property is maintained.

B. Directs the preparation of plans for the management of County properties and for the construction and alteration of physical facilities needed to render County services properly, said plans to be submitted to the Board, recommending the priority of projects.

C. Coordinates, with the appropriate committee, the preparation of architectural plans for County buildings and their construction, and allocates space to County departments and agencies.

8. Community & Intergovernmental Relations.

A. Initiates contact with other state and local governmental agencies, to recognize policy shifts, resolve developing conflicts, identify opportunities for cooperation, explore and evaluate potential operational efficiencies and cost savings.

B. Invites other local units of government to cooperate with the County through the establishment of task forces, conference committees, and other similar arrangements.

C. Handles the public relations affairs of the County and the County Board. Serves as the chief administrative spokesperson for the County, which role is to be coordinated with the County Board Chair, who acts as the chief elected spokesperson.

D. Maintains good community relations, including ensuring timely investigation and response to citizen complaints and inquiries.

E. Maintains positive, professional, and business-like working relationships with the community and other units of government. *It is unlikely an employee will perform all the duties listed, nor is the list exhaustive in the sense it covers all the duties an employee may be required to perform. The examples are merely indicative, not restrictive. No provision of this position description is intended to vest any duty, or grant any authority which is vested by law in any other County Officer, Commission, Committee, or Board.*

