

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Job Description Changes for Administrator and Department Heads

Department	Administration	Presented By:	Clinton Langreck
Date of Meeting:	July 7 th , 2020	Action Needed:	Vote
Disclosure:	Open	Authority:	Committee Structure page 7N.
Date submitted:	July 2 nd , 2020	Referred by:	Rules & Resolutions Committee, and Property Committee (specific to Maintenance Supervisor)

Recommendation and/or action language:

Recommend a motion to present a resolution to the County Board to make changes to the job description of the Administrator, established in Resolution No. 19-93, and make changes to 13 Department Head job descriptions, established in various resolutions.

Background:

Per Corporation Counsel's recommendation in the Rules & Resolutions Committee on April 3, 2020, conflicts between the Administrator's job description and other resolutions are being reviewed. It is anticipated that the Rules & Resolutions Committee took action at their July 2nd meeting to recommend amending the Committee Structure document (last amended on October 29, 2019 through Resolution 19-128) regarding supervision of departments. In sections where committees were tasked with "supervision" of departments, that word has been replaced with "oversight and advice." See Attachment A.

State Statute 59.18 provides the basis for this action, giving an Administrator the power to "... supervise the heads of all departments of the county except those elected by the people ..." Furthermore, the statute says, "the county administrator shall also ... supervise all department heads where the law provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board." See Attachment B.

The Administrator's job description, which was adopted through Resolution 19-93 on August 20th, 2019, does not match this statutory language. The current job description states the supervisory responsibilities of the Administrator as, "... supervises all Department Heads of the County, except those elected by the people or appointed by elected officers, after concurrence with the Chair of the Oversight Committee and the County Board Chair." The purpose of this motion to amend the Administrator's job description is to clarify that the Administrator supervises Department Heads (except those elected by people) and not all employees. It is anticipated that the Administrator will delegate supervision of employees who serve under Department Heads. See Attachment C.

It is also recommended that all attached Department Head job descriptions be amended to clarify each "Reports to: County Administrator," instead of current language which assigns supervision by various boards, commissions, or committees. These Department Heads include Child Support, Conservationist, Corporation Counsel, Emergency Management, Fair & Recycling, Health & Human Services, Highway, Maintenance, Management Information Systems, Pine Valley, UWP-Richland Food Service, Veterans, and Zoning. See Attachment D.

There is a remaining question of the proper procedure for appointments and removals of Department Heads not elected by the people. In some instances, state statute requires appointments of Department

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Heads be confirmed by the County Board, unless waived by the County Board. In at least one instance state statute requires the removal of a Department Head be confirmed by the County Board. Examples include Statute 45.80 County Veterans Service Officer, Statute 59.42 Corporation Counsel, and Statute 83.01 County Highway Commissioner. See Attachment E.

On this remaining question, staff anticipates returning to the Finance & Personnel Committee after further review of the Richland County Employee Handbook and Richland County Committee Structure to make a recommendation about how to eliminate conflicts between these county documents and state statutes. Further changes to the job description of the Administrator may also be necessary to reflect their proper role in Department Head appointments and removals.

Attachments and References:

Attachment A: Committee Structure	Attachment D: Department Head Job Descriptions
Attachment B: State Statute 59.18 County Administrator	Attachment E: State Statutes 45.80, 59.42, 83.01
Attachment C: Administrator Job Description	

Financial Review:

(please check one)


<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Department Head

Review:



Administrator, or Elected Office (if applicable)

RICHLAND COUNTY BOARD COMMITTEE STRUCTURE

(Amended October 29, 2019)

AGRICULTURE AND EXTENSION EDUCATION COMMITTEE

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Functions in accordance with section 59.87, Wisconsin Statutes and as follows.
- D. ~~Appoint~~ Provide oversight and advice on the hiring of professionally qualified persons to the University Extension Program staff in cooperation with University Extension. Vacancies and additions to the staff shall be filed in the same manner.
 - 1. To make available the necessary facilities and conduct programs in:
 - a. Professional and liberal education.
 - b. Human resources development.
 - c. Economic and environmental development.
 - d. Extension work provided for in an act of Congress and all acts supplementary thereto.
 - e. Any other extension work authorized by local, State or Federal legislation.
 - f. Examine and audit all claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes.

AMERICANS WITH DISABILITY ACT COMPLIANCE COMMITTEE

- 1. 7 members composed as follows:
 - (a) the County Board Chair;
 - (b) the Vice Chair of the County Board;
 - (c) one Supervisor;
 - (d) one disabled individual;
 - (e) a representative from the business or non-profit community;
 - (f) a representative from education;
 - (g) a representative from the medical/health profession.
- 2. The committee shall hear appeals from action taken by the Americans With Disability Coordinator.
- 3. Members shall be appointed by the County Board after it receives nominations from the Committee on Committees.
- 4. Members shall be paid mileage and per diems for their attendance.

AUDIT COMMITTEE

- A. This committee shall consist of three people.
- B. The three members of this committee shall be selected by the Committee on Committees for appointment by the County Board.
- C. This committee shall review and approve all expense vouchers for the County Board of Supervisors and the various departments of the County, except for the Social Services Department, Pine Valley Healthcare and Highway Department for which the Audit Committee shall review the department summary sheets.

CHILD SUPPORT COMMITTEE

- A. Three members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. ~~Supervise~~ Provide oversight and advice to the Child Support Agent in the implementation of Public Law 93-647 which sets forth a system for the collection of child support payments from parents who have abandoned their families and do not voluntarily contribute to the support of their children.

CITY LIBRARY BOARD

The number of Supervisors appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, subject to approval of the County Board.

COMMISSION ON AGING AND DISABILITY BOARD

- 1. This committee shall consist of eleven members as follows:
 - a. At least 51% of the members shall be at least 60 years old;
 - b. At least 2 members representing adults with disabilities;
 - c. At least 1 member representing adults challenged by mental health and/or substance abuse disorders;
 - d. At least 1 member representing disabled youth transitioning into adult services;
 - e. At least 1 member representing service providers;
 - f. At least 2 members shall be County Board Supervisors.
- 2. 6 of the initial appointments shall be for 2 years and 5 shall be for 1 year. All subsequent appointments shall be for 2 years.
- 3. Appointments to the Commission shall be made in the usual manner with nominations being made by the Committee on Committees, appointments being made by the County Board Chair subject to approval by the County Board.

4. The Commission on Aging and Disability is the citizen advisory body of the Richland County Aging and Disability Resource Center Unit and Health and Human services Board in matters relating to those citizens over age 60 and those citizens over age 18 and under 60 who are disabled physically, developmentally, and/or challenged by mental health or substance abuse disabilities in Richland County.
5. The Powers and Duties of the Commission on Aging and Disability are:
 - a. Advise the Aging and Disability Resource Center Unit on the development and implementation of the County Aging Plan and ADRC Service Plan.
 - b. Provide financial oversight for the Aging and Disability Resource Center Unit.
 - c. Ensure that the terms of the Aging and Disability Resource Center state/county/Area Agency on Aging contract are fulfilled.
 - d. Collect information on the needs of older adults and adults with disabilities and make recommendations to Aging and Disability Resource Center Unit Staff.
 - e. Monitor progress on implementation of the Aging and Disability Resource Center Unit Plan.
 - f. Serve as an advisory group and approve a Community Options Plan for participation in the program and plan updates as they are made.
 - g. Educate older people and adults with disabilities on issues of importance to them.
 - h. Advocate for the rights of older people to the Area Agency on Aging – District I, Aging and Disability Resource Center Unit, Legislators and other elected officials of the County, State and Federal governments and to older populations.
 - i. Advocate for the rights of adults with disabilities to the Aging and Disability Resource Center Unit, Legislators and other elected officials of the County, State and Federal governments and to adult populations.
 - j. React to and comment on concerns transmitted from the Health and Human Services Board and Aging and Disability Resource Center Unit.
 - k. Assure input from consumers, service providers, and local constituents in the general policies, procedures, practices, and goals of the Aging and Disability Resource Center Unit.
 - l. Study specific problems facing elders and adults with disabilities and make recommendations to the County Board, Health and Human Services Board and Aging and Disability Resource Center Unit.
 - m. Review and advise the Health and Human Services Board and Aging and Disability Resource Center Unit on budgetary and programmatic issues.
 - n. Report to local adult and senior clubs and other adult and senior organizations on information and issues relevant to senior citizens and adults with disabilities.
 - o. Serve on committees as needed.
 - p. Attend regular Commission on Aging and Disability meetings.

COMMITTEE ON COMMITTEES

- A. Seven members.
- B. The chairman and vice-chairman are automatic members of this committee with the five additional members being elected by the Board for a two (2) year term.
- C. The duties of this committee are to recommend for appointment by the County Board, the Supervisors and/or citizen members to staff the committee, boards and commissions are required by Wisconsin Statutes and Board Resolution.

COMPREHENSIVE COMMUNITY SERVICES COORDINATION COMMITTEE

1. Nine members.
2. The Committee shall consist of the following members:
 - a. 2 employees of the Richland County Department of Health and Human Services who are responsible for mental health and substance abuse services;
 - b. 1 service provider(s);
 - c. 1 community mental health and substance abuse advocate(s);
 - d. 4 consumers;
 - e. 1 family members and interested citizens.
3. At least one-third of the members of the Committee shall be consumers and no more than one-third of the members may be County employees or providers of mental health or substance abuse services.
4. The duties of the Committee are:

Review and make recommendations regarding: the initial and any revised Comprehensive Community Services Plan; Comprehensive Community Services quality improvement plan; personnel policies and other policies, practices or information that the Community Services Program and protection of consumer rights.
5. The Committee shall meet at least quarterly.
6. Members shall serve 3-year staggered terms after serving a 2-year initial appointment.
7. All members, except County employees, shall be paid mileage and a per diem for their attendance.

CONTINUOUS

- A. One County Supervisor member.
- B. Represent Richland County on the Long Term Care District Governing Board, which governs the 8-county long term care district which provides care maintenance organization functions to the citizens of the 8-county members of the long term care district.
- C. Richland County could possibly appoint more members of the Long Term Care District Governing Board in that four members of that board must represent target populations served by the care management organization and three members are to serve as at-large representatives who are residents of one of the counties forming the long term care district with medical or business expertise helpful to the care management organization.

CRIMINAL JUSTICE COORDINATING COMMITTEE

A. Thirteen member consisting of the following:

Circuit Court Judge
Director of the Department of Health and Human Services
District Attorney
Sheriff
Chief of Police of the City of Richland Center
One County Board Supervisor
Mayor of the City of Richland Center
Public Defender
Probation Agent
Director of Passages
Child Support Administrator
Clerk of Circuit Court
President of the Richland County Ministerial Association

- B. Study the Richland County juvenile and criminal justice system; identify deficiencies and formulate policy, plans and programs for change; communicate and present planning, financial, operational, managerial and programmatic recommendations to the agencies which administer the juvenile and criminal justice system in Richland County; provide coordinated leadership necessary to establish cohesive policies which are based on research, evaluation and monitoring of policy decisions and program implementations for innovative corrections programs for adult and juvenile offenders; review, evaluate and make policy recommendations on vital criminal justice system issues.
- C. All members except the County Board Supervisor member may designate an alternate to attend a meeting or meetings of the Committee;
- D. The term of all members shall be 6 years from January 1, 2017, and
- E. The following members or their designees are entitled to be paid a per diem and mileage for their attendance at meetings of the Committee;

County Board Supervisor;
Mayor of the City of Richland Center;
Director of Passages;
President of the Richland County Ministerial Association.

ECONOMIC DEVELOPMENT

A 3-member Board for Economic Development consisting of the County Board Chair, the Mayor and a representative of Southwest Partners. The duties of the Board are set forth in paragraph 2 of the Agreement.

ECONOMIC DEVELOPMENT – ROTATING ADVISORY BOARD

A non-voting Rotating Advisory Board of Economic Development. The composition and duties of this Board are set forth in paragraphs 1 and 2 of the Economic Development Agreement.

EMERGENCY MANAGEMENT COMMITTEE

- A. Three members.
- B. County Board Chairman and the Vice-Chair shall automatically be members with the remaining members to be selected by the Committee on Committees for appointment by the County Board.
- C. The County Board Chairman shall designate which member of this committee shall serve as chairman of the committee, in accordance with section 166.03(4)(C), Wisconsin Statutes.
- D. Control and make the spending decisions as to State and Federal funds granted to the Local Emergency Planning Committee.
- E. Members of this Committee are also members of the Local Emergency Planning Committee.

FAIR AND RECYCLING COMMITTEE

- A. Seven members, four of whom shall be Supervisors and three of whom shall be citizen members.
- B. Members shall be nominated by the Committee on Committees and approved by the County Board.
- C. Manage and control the operation, maintenance and use of the County Fairgrounds and buildings.
- D. Manage and control the operation of the annual County Fair.
- E. Establish all fees relating to the use of the Fairgrounds, including entrance fees, rental fees, parking fees and all other fees or rental charges relating to the use of the Fairgrounds, for during the time of the County Fair and for all other times. The Fair Committee shall annually report all fees as a committee report to the County Board prior to the County Fair.
- F. Attend to all security matters relating to the Fairgrounds.
- G. Carry out all the duties assigned to counties as set forth in 1989 Wisconsin Act 335.
- H. Deal with all matters, including the development of a budget, relating to the solid waste disposal and recycling needs of the citizens of Richland County.
- I. ~~Supervise~~ Provide oversight and advice on all Clean Sweep Programs to be carried out in Richland County.

FINANCE AND PERSONNEL COMMITTEE

- A. Seven members. For the initial term, 3 of the members shall have a term of 1 year, 4 of the members shall have a term of 2 years. The Committee shall decide the length of each appointee's initial term. After the initial term, all terms shall be for 2 years.
- B. Selected by the Committee on Committees for appointment by the County Board except that the County Board Chair and the Vice-Chair shall be automatic members of the Committee.
- C. To supervise all financial matters of the County Board for the purpose of keeping expenditures under control and within the budget adopted by the County Board. To invest monies, and to have responsibility for financial audits by outside auditors. To provide insurance coverage for all County property and administer all property, liability and worker's compensation policies.
- D. Annually prepare a budget for the County for submission to the County Board for its approval at the annual meeting.
- E. The committee shall advise and supervise County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served.
- F. This committee shall handle all matters relating to debt service issues.

- G. This committee shall initially consider all claims made against Richland County, except claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes, and shall make a recommendation to the County Board as to how to dispose of each such claim.
- H. Assist with issues that may arise out of the offices of the County Clerk, County Treasurer and Register of Deeds.
- I. Sell all tax deed property in the manner prescribed by the Wisconsin Statutes and as deemed appropriate by the Committee and without further approval by the County Board.
- J. Administer the Revolving Loan Fund account in accordance with the procedures manual.
- K. Make fund transfers between budget lines within the budgets of individual departments or committees in the annual County budget.
- L. Recommend all proposals of lowering or raising the salary ranges, fixing the salaries, sick leave, vacation periods, holidays, working conditions, insurance for County employees, fringe benefits and leaves of absence shall be referred to the Personnel Committee only after consideration and recommendation by the concerned department head and committee. The Personnel Committee shall review and analyze such proposals and make such recommendations to the County Board as it determines appropriate.
- M. The Personnel Committee shall have the authority to suspend and relieve personnel of duties, providing a majority of the Personnel Committee and a majority of the respective committee responsible for the individual's department agree.
- N. The committee shall from time to time conduct or cause to be conducted Job Analysis and Evaluations, review of job descriptions, and a study of the table of operations, and if a change in any of the above is recommended, and said recommendation shall be submitted to the County Board for action.
- O. The committee shall, after recommendation by the concerned department head and committee, set working conditions, grant leaves of absence, grant promotions, settle grievances, and establish personnel rules, regulations and policy.
- P. The committee together with such professional assistance as may be provided by the County Board, shall represent the County in collective bargaining and all other situations and procedures covered by section 111.70, Wisconsin Statutes, including the applications and interpretation of all collective bargaining agreements. The County Board shall have authority to approve or reject any and all agreements of any employee bargaining units.
- Q. This committee shall review, examine and recommend to the County for approval the amount of bonds of various county officers and employees.
- R. Supervise the activities, functions, duties and powers of all elected and appointed officials' departments in Richland County.
- S. Administer County's Federal and State Family and Medical Leave Act policies and forms.
- T. The Committee will administer the County's deferred compensation program.
- U. Maintain a written self evaluation for approval by the County Board to ensure that the County's delivery of services and programs is in compliance with the Americans with Disabilities Act.
- V. Administer and review the procedure for the filing of complaints under the Americans With Disabilities Act and develop a written self-evaluation for the purpose of bringing the County's hiring and appointment procedures into compliance with the Americans With Disabilities Act.
- W. Investigate all complaints of sexual harassment and endeavor to handle such matters expeditiously in a professional manner so as to protect the offended individual.
- X. The Committee shall administer the personnel aspects of Courthouse security.
- Y. Study and make recommendations to the County Board regarding future telephone needs of all County departments.
- Z. Authorize all expenditures from the Video-Conferencing Fund.

HEALTH AND HUMAN SERVICES BOARD

- A. 7 members, 4 of whom shall be County Board Supervisors and 3 of whom to be non-Supervisors. At least 1 member shall be an individual who receives or has received human services or shall be a family member of such an individual. Of the 7 members, 1 shall be a physician, 1 shall be a registered nurse; 1 shall be a consumer/family member.
- B. To operate a program for the providing of services to the mentally ill, developmentally disabled and alcohol and other drug dependent citizens of Richland County, in accordance with section 51.42 and 51.437, Wisconsin Statutes.
- C. Perform the duties set forth in Chapter 251, Wisconsin Statutes, and such other duties as may be imposed upon it by the County Board.
- D. Exercise those powers and perform those duties set forth in section 46.22(2), Wisconsin Statutes, and such other duties as may be set forth in County Ordinances or Resolutions.
- E. The Board may enter into contracts on behalf of Richland County which involve the expenditure of not more than \$30,000 either at one time or within the course of one year, without prior County Board approval.
- F. Administer the use and maintenance and security of the Richland County Community Services Building and parking lot.
- G. Supervise and act as the County liaison between State and National Agencies relating to Senior Citizens funding and program activities including the Older Americans Act activities.

HIGHWAY & TRANSPORTATION COMMITTEE

- A. Five County Board Members elected by the Board for a one (1) year term.
- B. The duties of the committee shall be to function pursuant to the provisions of section 83.015, Wisconsin Statutes, and be responsible for other duties as may be imposed by the County Board. Some of these duties are to purchase and sell county road machinery, enter into highway contracts in the name of the county, direct the expenditure of the highway maintenance and construction funds, audit highway payrolls and material claims, administer the Town Road highway payrolls and material claims, administer the Town Road Standards Law for compliance with the Minimum Design Standards and to enter into agreements with the State Division of Highways for maintenance of State Trunk Highways in the county. It shall keep in repair and have complete management of the highway buildings and grounds.
- C. Attend to all security matters relating to all buildings and grounds utilized by the County Highway Department.

HOUSING AUTHORITY

- A. Five members all of whom are appointed by the County Board and not more than two of whom shall be County Board Supervisors.
- B. Receive funds and administer programs in Richland County of the U.S. Housing and Urban Development Department (HUD), except HUD's Block Grant program.
- C. Per Resolution No. 78-72, the members of the Housing Authority also constitute the membership of the Community Development Block Grant Committee which administers HUD's Block Grant Program in Richland County.

JOINT AMBULANCE COMMITTEE

1. 16 members, consisting of 1 from each of the 10 participating towns, 1 each from the Village of Boaz and the Village of Yuba, 1 from the City Council of the City of Richland Center and the Mayor and 2 County Board Supervisors;
2. Provide oversight and advice regarding ~~Supervise~~ the operation of the County Ambulance Service.

LAND CONSERVATION COMMITTEE

- A. Six members, one of whom shall be the chairperson of the Farm Service Agency Committee or other Farm Service Agency Committee member designated by the chairperson of the Farm Service Agency Committee.
- A. The remaining five members of the committee shall be selected by the Committee on Committees for appointment by the County Board. Two of the members shall be members of the Agriculture and Extension Education Committee.
- B. Perform the functions required by Chapter 92 of the Wisconsin Statutes as repealed and recreated by Chapter 346, Laws of 1981.
- C. ~~Supervise~~ Provide oversight and advice regarding the functions and activities of the Richland County Department of Land Conservation.
 1. The Richland County Land Conservation Committee shall submit its long range plan and annual plan to the County Board for review and approval by the County Board.
 2. Approval of the annual plan by the County Board shall constitute approval of all proposed Land Conservation committee activities and programs set forth in the annual plan, except as provided in paragraph (e) below.
 3. The Chairperson of the Land Conservation Committee, or his or her designated representative, is authorized to sign contracts, memoranda of understanding or other agreements which have been approved by the Land Conservation Committee relating to Land Conservation Committee activities and programs, provided that these documents relate specifically to activities and programs described in the annual plan.
 4. The Land Conservation Committee shall ensure that its annual plan contains specific and measurable objectives and procedures.
 5. Notwithstanding any annual plan approval, the Land Conservation Committee may not undertake any new projects whose overall costs exceed \$30,000.00 excluding priority watershed projects as designated by the State of Wisconsin, without County Board approval.
 6. If, during the course of the year, the Land Conservation Committee desires to undertake any activity or program not identified in the annual plan for the year, the Land Conservation Committee may make a special request for County Board approval of the activity or program, but may not undertake that activity or program without prior County Board approval.
 7. Reviewing all applications received by the County Clerk under the Farmland Preservation Tax credit Act (Chapter 91, Wisconsin Statutes) and making recommendations as to each such application to the County Board.
- D. Manage the Ash Creek Community Forest.
- E. Attend to all security matters relating to all land and buildings utilized by the Land Conservation Committee.

LAND INFORMATION COUNCIL

- A. Eight members consisting of the following: The Register of Deeds, The County Treasurer, The Real Property Tax Lister, A County Board Supervisor, The County Surveyor, The Zoning Administrator, A realtor employed in Richland County, and A public safety representative employed in Richland County
- B. Members shall be appointed by the County Board Chair, after receiving the advice of the Committee on Committees, subject to confirmation by the County Board by motion.
- C. All terms shall be for 2 years, coinciding with County Board terms.
- D. The Council shall meet only after direction to do so by the Zoning and Land Information Committee.
- E. Citizen members shall be paid the per diem and mileage paid to Supervisors for attendance at committee meetings. No additional compensation shall be paid to full-time County officers or employees for attendance at meetings of the Council. The County Surveyor shall be compensated in accordance with the Surveyor's contract with the County. The Supervisor member shall be paid the standard per diem and mileage for attendance at committee meetings.
- F. The Council shall review the priorities, needs, policies and expenditures of the Land Information Office and advise the County on matters affecting the Land Information Office.

LAW ENFORCEMENT AND JUDICIARY COMMITTEE

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. To confer with and supervise the needs, powers and duties of the Sheriff of Richland County, his deputies and employees, and attend to the supervision of the jail.
- D. To audit all bills for expenditures within the department.
- E. To service and maintain all equipment relative to the department.
- F. Present to the Board any suggestions the Committee may have concerning law enforcement and other duties required by the Sheriff's Department.
- G. Have charge of all matters pertaining to the operation of the Police Radio System.
- H. Receive, investigate and make recommendations to the County Board as to matters relating to the administration of the court system in Richland County.
- I. This committee shall deal with matters relating to the Richland County Circuit Court, the Law Library, the Family Court Commissioner, the Register in Probate, the Clerk of Circuit Court, the District Attorney, the Corporation Counsel, the Probation and Parole Office and any other matters that may relate to the court system in Richland County.
- J. Make appropriations from the Jail Assessment Fund for construction, remodeling, repair or improvement of the County Jail, without approval from the County Board.
- K. Supervise the operations of the Coroner's Office.
- L. Supervise the security and maintenance and rental of the County's radio towers and the accompanying building and surrounding fenced grounds.
- M. Supervise the operation of the County's 911 emergency telephone response system.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

There are currently 24 members of the LEPC, including the 3 members of the Emergency Management Committee. The composition of this Committee is fluid in that current practice is that anyone who wishes to be a member of the LEPC can be. The Rules and Resolutions Committee is concerned about the size

of the LEPC. Furthermore, Federal Law, the Superfund Amendments and Reauthorization Act (SARA), requires LEPCs to have at least one member from each of the following 5 Groups:

- Group 1: Elected state official
Elected local official
- Group 2: Law enforcement
Civil defense
Firefighting
First aid
Health service
Hospital
Transportation
Local environmental organizations
- Group 3: Broadcast media
Print media
- Group 4: Community groups
- Group 5: Owners and operators of facilities subject to the requirements of Sara
Title III

LONE ROCK LIBRARY BOARD

The number of Supervisors appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, subject to approval of the County Board.

MISSISSIPPI VALLEY HEALTH SERVICES COMMISSION

1. One member from Richland County who shall be a County Board Supervisor member of the Health and Human Services Board.
2. Serve as the County's representatives on the Board of this non-profit corporation formed by various county governments to own and operate Lakeview Health Care Center, which accommodates nursing home residents who have specialized physical and mental health needs that are complicated by the residents' challenging behaviors.

NEIGHBORHOOD HOUSING SERVICES OF SOUTHWEST WISCONSIN

- A. One member of this Board shall be appointed by the County Board in the usual manner for committee appointments.
- B. This Board establishes the operating policies for the Neighborhood Housing Services of Richland County, Inc., which is a nonprofit organization dedicated to constructing, remodeling and rehabilitating residential housing throughout Richland County.

NUTRITION ADVISORY COUNCIL

- A. 7 members, one of which shall be a County Board Supervisor who is as member of the Health and Human Services Board.

- B. Of the remaining 6 members, 1 member from each meal site, including 1 member who is a representative of a person receiving home delivery meals and 1 member who is a representative from the volunteers who deliver meals. One-half of the members shall consist of Nutrition Program participants. The remaining members shall provide for broad representation from public and private agencies that are knowledgeable and interested in senior dining and home-delivered meals programs.
- C. Make recommendations regarding food preferences of participants in the Senior Nutrition Program, the hours which a meal site is to be open, what furnishings may be helpful in regard to handicapped or disabled persons; what, if any, additional services should be provided at meal sites; conduct yearly site reviews; provide support and assistance to the Nutrition Program; promote the meal sites to the general public.
- D. Advise Senior Nutrition Program staff on all matters relating to the delivery of nutrition and nutrition-supportive services.
- E. Set policy regarding the delivery of Nutrition Program services, representation of participants and development and support of the Senior Nutrition Program.

PARK BOARD/CITY

- A. One Supervisor is, by tradition, appointed to this Board by the Chairman of the County Board, subject to approval by the County Board, and this Supervisor shall be selected from the Supervisor members of the County Parks Commission.

PARKS COMMISSION/COUNTY

- A. Seven members, of which four shall be County Board Supervisors.
- B. Selected by the Committee on Committee for appointment by the County Board.
- C. Term of seven (7) years, expiring in the month of June; County Board Supervisors' terms subject to reelection by the County Board.
- D. President to be County Board Supervisor.
- E. ~~To supervise~~ Provide oversight and advice regarding the activities of the County Parks. Operate, maintain and improve the County Park System in accordance with Wisconsin State Statutes 27.02 through 27.06.
- F. To deal with all matters relating to the development, operation and maintenance of the Lone Rock to City of Richland Center railroad corridor as a recreational trail.
- G. One County Board Supervisor member of the Parks Commission would be the representative on the Hidden Valleys Board.
- H. Attend to all security matters relating to County Parks.

PINE VALLEY COMMUNITY VILLAGE BOARD OF TRUSTEES

- A. Five members, of which four of whom shall be County Board Supervisors and one shall be a citizen of Richland County who shall be a medical professional (meaning a doctor or a nurse).
- B. All members shall, in accordance with section 46.18(1), Wisconsin Statutes, be chosen by ballot by the County Board.

- C. The duties of the Board are, as set forth in section 46.18, Wisconsin Statutes, to manage Richland County's nursing home, Pine Valley Healthcare and Rehabilitation Center, subject to regulations approved by the County Board, after the County Board has received the recommendations of the Board of Trustees.
- D. Administer the physical plant and grounds at Pine Valley Healthcare and Rehabilitation Center.
- E. Attend to all security matters relating to building and grounds at Pine Valley Healthcare & Rehabilitation Center.

PROPERTY, BUILDING AND GROUNDS COMMITTEE

- A. Five members, all of whom shall be County Board Supervisors.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Provide oversight and advice regarding Supervise the operation, maintenance and janitor service of all County buildings not specifically assigned by Statutes, or by action of the Board, to other agencies or departments in the County. This Committee shall have no authority regarding the physical plant and grounds at Pine Valley Healthcare and Rehabilitation Center.
- D. Cause to be prepared a perpetual inventory of the real estate and buildings owned by the County.
- E. Recommend utilization and repair policies of all public lands, buildings, recreation sites, access sites inclusive of all short term public holdings of the County with the exception of the highway buildings and land.
- F. Make an annual inspection of inventories and buildings so they can establish policies related thereto.
- G. Effect the appraisal of real property to be sold by the County.
- H. Develop a facilities plan and a transition plan for approval by the County Board relative to bringing all County owned or operated buildings and facilities into compliance with the Americans with Disabilities Act.
- I. Review and make the final decision on requests by citizens and citizen groups to use major portions of the Courthouse and/or the Courthouse grounds.
- J. Deal with all structural aspects of Courthouse security.
- K. Attend to all security matters relating to the Courthouse building and grounds and the Courthouse parking lot.

REVOLVING LOAN FUND COMMITTEE

- A. Seven citizen members, at least one of whom shall be a banker and at least one of whom shall be an accountant. The Committee shall consist of individuals representative of broad community interests, and having special expertise and knowledge of commercial lending and economic developments processes.
- A. Members shall be appointed by the Finance Committee.
- B. The Committee shall review, select and recommend loan applications to the Finance Committee for final approval. The Committee shall also make policy recommendations to the Finance Committee for the administration of the Richland County Revolving Loan Program.
- C. Three members shall constitute a quorum of the Committee.
- D. Perform the duties set forth in the Richland County Revolving Loan Fund Manual dated July, 1998.
- E. This Committee is not subject to the 6 years-of-continuous service rule.

RULES AND RESOLUTIONS COMMITTEE AND ETHICS BOARD

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Review and recommend any changes regarding the Rules of the County Board.
- D. Review and introduce any Resolutions not sponsored by a County committee for action by the County Board.
- E. To study the operation and organization of all County Departments, and prepare a report or reports for the County Board with recommendations for County operation and organization.
- F. Deal with the disposal or destruction of County records under Ordinance No. 99-11.
- G. Administer and enforce the Code of Ethics set forth in Ordinance No. 06-28 as that Ordinance has been or may be amended.

SOUTHWEST BADGER RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL INC

- 1. Two Supervisor member of the Land Conservation Committee, and an alternate who shall also be a Supervisor member of the Land Conservation Committee, shall be appointed by the Chair of the Land Conservation Committee. Only Supervisors who are sitting members of the Land Conservation Committee are eligible to serve on this body.
- 2. The duties of these Supervisors shall be set forth in the Bylaws for the Southwest Badger Resource Conservation and Development Council, Inc.

SOUTHWEST WISCONSIN COMMUNITY ACTION PROGRAM

Two County Board Supervisor shall be appointed to serve on this Board.

SOUTHWEST WISCONSIN LIBRARY SYSTEM BOARD

Two members, one of whom shall be a County Board Supervisor and one who shall be a citizen member selected by the Committee on Committees for appointment by the County Board.

SOUTHWEST WISCONSIN REGIONAL PLANNING COMMISSION

- A. One member of this commission shall be appointed by the County Board in the usual manner for committee appointment.
- B. This Commission has the powers and duties set forth in section 66.945, Wisconsin Statutes.
- C. Richland County is a member of this Commission by virtue of Resolution No. 12, which was adopted by the County Board on April 16, 1969.

SYMONS NATATORIUM BOARD

- A. Two County Board Supervisors and the Chairman of the County Board, or his or her designee, shall be appointed to this Board.
- B. This Board exists by virtue of an inter-governmental agreement entered into between Richland County and the City of Richland Center, in accordance with section "Wisconsin Statutes, section 66.0301".
- C. The powers and duties of this Board are set forth in an Agreement which was approved by the County Board by Resolution No. 87-19, which was adopted on March 17, 1987.
- D. Attend to all security matters relating to the Symons Natatorium and the surrounding grounds and the parking lot used by the Natatorium.

TRANSPORTATION CO-ORDINATING COMMITTEE

- A. Eleven members appointed by the County Board under Rule 5 of the Rules of the Board, three of whom shall be County Board Supervisors; members must represent at least the following: The Board of Trustees of Pine Valley Healthcare and Rehabilitation Center; transportation providers' public, proprietary and non-profit; elderly and disabled citizen advocates, consumer and agency advocates.
- B. Three year terms with one-third of the first appointments to be for a one year term with one-third of the first appointments to be for a two year term and one-third of the first appointments to be for a three year term.
- C. The Committee shall have at least the following duties:
 - 1. Monitor the expenditures of transportation funds being expended on transportation services for the elderly and disabled in service areas.
 - 2. Review passenger transportation plans for service areas.
 - 3. Review and commend on county aid applications under section 85.21, Wisconsin Statutes.
 - 4. Review and commend on capital assistance applications under section 85.22, Wisconsin Statutes.
 - 5. Act as an informational resource for local transportation provider regarding the requirements of the Americans with disabilities act of 1990, 42 USC 12101 et seq.
 - 6. Act on requests by local public bodies to be designated as co-coordinators of transportation services for elderly and disabled persons for the purpose of becoming eligible for assistance under the Federal sec. 16 program.
 - 7. Apply for an accept Federal section 16(b) two grants for purchasing specialized vehicles for transporting elderly and/or disabled citizens of the County.
 - 8. Assists the establishment of goals, priorities and objectives for the
 - a. transportation planning process in Richland County.
 - 9. Understands and provides input related to coordinated work efforts in meeting the transportation needs of Richland County.
 - 10. Understands, analyzes and provides input on transportation studies, plans and programming recommendations required under State and Federal law, and as requested by the Southwest Wisconsin Regional Planning Commission.
 - 11. Provides transportation-related information to local governments and other interested organizations and persons to enhance transportation system development, co-ordination and efficiency.
 - 12. Reviews and recommends transportation improvement projects to local governments which support and enhance inter-county and intra-county transportation serving the Richland County area.

13. Reviews and prioritizes transportation service and/or program projects to submit to the Wisconsin Department of Transportation and the Richland County Board.
14. Makes recommendations to the local, State and Federal governmental agencies and the Southwest Wisconsin Regional Planning Commission regarding any necessary actions relating to the continuing transportation planning process.
15. Provides general review, guidance and co-ordination of the transportation planning process in Richland County.

TRI-COUNTY AIRPORT COMMISSION

- A. Seven members, two of whom shall be appointed by the Chairman of the County Board, after receiving the advice of the Committee on Committees and subject to approval of the County Board; four members shall be appointed by the Iowa County Board of Supervisors and the Sauk County Board of Supervisors, all in accordance with section 11.14(2), Wisconsin Statutes. The seventh member, who shall be a regular Airport user at the time of his/her appointment, shall be appointed by the six members. Richland County's member of the Tri-County Airport Commission must at all times be a sitting County Board Supervisor and the term of Richland County's member of the Commission shall end immediately upon those persons ceasing to be County Board Supervisors.
- B. The Commission shall manage and operate the Tri-County Airport in Lone Rock, in accordance with sections 114.11 through 114.141, Wisconsin Statutes and Richland County Ordinance No. 83-3, which was adopted on July 19, 1983.

U.W. PLATTEVILLE-RICHLAND COMMITTEE

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Provide oversight and advice regarding Supervise the operation, maintenance of all county buildings and land covered in the agreement with the University of Wisconsin Center System that the County is responsible for.
- D. Provide oversight and advice regarding Supervise the operation and maintenance of the Food Service System.

VETERANS SERVICE COMMISSION

- A. 5 member, at least 3 of whom shall be Supervisors.
- B. The initial term shall be a 1-year term for one new seat and a 2-year term for one new seat. After completion of the initial term, members are appointed for a 3-year term by the County Board Chair per Wisconsin Statutes, section 45.81 (1).
- C. Carry out the duties set forth in Wisconsin Statutes, section 45.81 (3).
- D. Provide oversight and advice regarding Supervise the Veterans Service Department, and

VIOLA LIBRARY BOARD

The number of Supervisors appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, subject to approval of the County Board.

ZONING AND LAND INFORMATION COMMITTEE

- A. Five members. For the initial term, 2 of the members shall have a term of 1 year, 3 of the members shall have a term of 2 years. The Committee shall decide the length of each appointee's initial term. All terms shall be for 2 years.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Establish policy and enforce the County Zoning Ordinance in cooperation with the Corporation Counsel.
 - 1. Richland County Zoning Ordinance
 - 2. Richland County Land Division Ordinance
 - 3. Shoreland/Wetland Ordinance
 - 4. Floodplain Ordinance
 - 5. Tri-County Airport Ordinance
 - 6. County Addressing Ordinance
 - 7. Richland County non-metallic Mining Ordinance
- D. Make recommendations to the County Board in all matters relating to exclusive agricultural zoning as provided in Chapter 91, Wisconsin Statutes.
- E. Act as a liaison representative on issues concerning the Lower Wisconsin Riverway Program.
- F. Administer the Richland County Comprehensive Plan.
- G. Provide oversight and advice regarding~~Review and supervise~~ the activities of the Richland County Land Information office members and acknowledge that any additional budgeted property tax dollars to be spent for land records modernization will require specific approval by the County Board.
- H. Supervise the activities of County Surveyor.

**Richland County
Position Description**

Position Title: Asst. Corporation Counsel-Child Support Administrator

Department: Corporation Counsel-Child Support Agency

Reports to: Child Support Committee-Corporation Counsel

Date:

Purpose of Position

Provide legal services to Richland County and administer the State of Wisconsin / Richland County contract covering the administration of the child and spousal support and establishment of paternity and medical support liability program under the advisement of the Richland County Board of Supervisors Child Support Committee. Direct and oversee agency operations. Provide IV-D child support case management services.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Legal

Provide legal services to the Child Support Agency, as follows:

- On behalf of the Child Support Agency, appear in court representing the State's interest, in matters related to establishing paternity, establishing, modifying or enforcing child support and/or medical support, maintenance, or any other matters related to services provided to IV-D cases.
- Attend, if available, training sessions provided by the County Child Support Agency, the Bureau of Child Support (BCS) and/or the Wisconsin Child Support Enforcement Association (WCSEA).
- Notify the DCF attorney of any appearance on behalf of the State in any appeal involving a IV-D case
- Provide consultation to staff in regard to child support laws.

Represent the County in other matters as directed by the Corporation Counsel, including, but not limited to Chapter 51 proceedings.

Administrative and Supervisory

Program Operations:

- Develop and implement operating policies and procedures for the department that are consistent and complimentary to state and federal laws and procedures.
- Develop, negotiate and monitor cooperative agreements with process servers, Family Court Commissioner, the Child Support Enforcement Attorney, and other county departments as needed.

- Develop, negotiate and implement inter-agency agreements with other public agencies that may be required to effectively operate the child support program.
- Recommend for approval and implement contractual agreements with the State of Wisconsin.
- Provide oral and written monthly reports of agency operations and performance to the Child Support Enforcement Committee of the county board of supervisors.
- Assists caseworkers with account seizures, lien releases and satisfaction procedures.
- Submit an annual written program report to the county board of supervisors.
- Attend a minimum of (2) two continuing education classes, roundtables, meetings and trainings required to maintain knowledge of existing and new state and federal laws and policies related to child support enforcement on an annual (calendar year) basis.
- Encouraged to serve on state-sponsored workgroup and committees to provide county advice in the development of state policy and procedures. Act as liaison between agency and other public and private entities.

Fiscal Management and Oversight:

- Responsible for Annual Agency Budget, Monthly Core Reporting and Billing, Quarterly Reimbursement Reconciliation, FTE Staff Reporting, IRS annual reporting, Federal, Regional and Indirect Audits.
- Monitor expenditures and recommend to board approval of expenditures.
- Monitor agency income including agency performance and collections to maximize income and incentive payments.
- Submit monthly expenditures to the State of Wisconsin, Department of Workforce Development for community aid reimbursement.

Personnel Management

- Hire, train and direct agency personnel in the elements of their assignment duties.
- Monitor and evaluate employee performance.
- Hold regular staff meetings to disseminate program and policy information and assess employee performance.
- Provide education and support to staff.

Case and Financial Management Supervision

- Supervise and assess performance of caseworkers and financial worker to ensure work is in keeping with child support laws and policies.
- Review and respond to complaints filed by program participants. Work with staff to identify and respond to participant concerns.

- Intervene in situations where program participant behavior becomes violent or abusive to staff.
- Provide consultation to staff in regard to child support policies
- Approve financial adjustments and receipt batches.
- Communicate with state child support staff to clarify policy.
- Maintain knowledge of contemporary child support rules, laws, programs and policies.
- Performs KIDS case management duties including updating and queries to worklists, events, schedules, transfers, case adjustments, reviews, etc.

Minimum Training and Experience Required to Perform Essential Job Functions

Must hold a Juris Doctrate and a license to practice law in the State of Wisconsin.

Knowledge Required/Preferred

- Knowledge and understanding of related child support laws and policies.
- Supervisory / personnel management techniques.
- Ability to write reports and policy briefs and develop training materials.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to counsel, mediate, and provides first line supervision. Ability to persuade and convince others. Ability to advise and interpret policies, procedures, orders and standards in varied situations.
- Ability to develop and prepare a variety of documents including training materials, reports, letters, memos, and legal documents for a varied audience.
- Ability to communicate effectively in a variety of modalities to varied audiences.

Mathematical Ability

- Ability to add and subtract, multiply and divide applying basic algebraic principles. Ability to calculate percentages, fractions, and decimals. Ability to interpret and understand statistical processes including descriptive and correlative processes.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in performing activities within influence systems involving such as associated with supervising, managing, leading, teaching, directing, and controlling.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

Physical Requirements

- Ability to move and guide material using simple tools.
- Ability to operate equipment and machinery requiring simple, periodic adjustments.
- Ability to exert very moderate physical effort in sedentary to light work involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibration, wetness, disease and or dust, to work under moderately safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

COUNTY CONSERVATIONIST

Department: Land Conservation

Reports To: Land Conservation Committee

Purpose of Position

The purpose of this position is to develop, implement and monitor land use conservation plans, administer conservation programs, supervise Department personnel and provide land conservation information and assistance to the general public.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- * Develops conservation land use plans for county landowners. Surveys, designs, and inspects construction of conservation erosion control measures and water quality protection practices.
- * Prepares annual work plans, workload analysis, long-range resource plans, grant applications, budgets and annual reports.
- * Administers and monitors Crossman Creek/Little Baraboo and Middle Kickapoo Watershed projects.
- * Provides technical assistance to landowners including design and practices advice for compliance with conservation standards. Administers and provides technical assistance for the County Wildlife Damage, Stewardship Incentive, Farmland Preservation and County Erosion Control programs.
- * Coordinates and integrates State and Federal agency programs with County LCD programs and projects. Assists USDA in determining highly erodible land. Assists DNR and DATCP in various projects and reports. Assists ASCS determining landowner Agricultural Conservation Program eligibility.
- * Develops and conducts public information and educational programs including fair displays, news releases, contests, school and Community presentations, etc.
- * Provides information to clients regarding soil capability and suitability for various uses including septic systems, sludge spreading, gravel, etc. Reviews environmental problems to determine possible solutions, eligibility for cost share funds.
- * Supervises, trains and directs the LCD clerical and technical staff.

- * Maintains knowledge of current land and resource conservation laws and regulations.
- * Attends County Land Conservation Committee and other meetings as required.
- * Provides technical advise to Land Records Committee.
- * Coordinates and Monitors erosion control and water quality projects construction, layout and final inspection.
- * Performs soil and water conservation program inspections for agreement compliance.
- * Performs topographic survey and design for conservation project construction plans.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Earth Science/Conservation/Agronomy or Agricultural Engineering with three year agricultural conservation supervisory and soil and water technician's experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Ability Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- * Ability to decide the time, place and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternatives.
- * Ability to manage and direct a group of workers. Ability to counsel and mediate. Ability to persuade, convince and train others. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- * Ability to use design data and information such as BMP manuals, accounting methods, engineering manuals, aerial photos, survey notes, soil surveys, topographic maps, computer software operating manuals, farm management plans, budgets, plant identification books and a variety of State and Federal conservation program rules and regulations.
- * Ability to communicate effectively with State, Local and Federal Conservation Agency staff, landowners, wildlife organizations, Real Property Lister, UW-Extension personnel, County Board Supervisors, Land Conservation Committee members, Zoning Administrator, Zoning staff, County Clerk, Treasurer, Register of Deeds, all county departments, Engineers, private contractors,

vendor representatives, local elected officials, both in person and in writing.

Mathematical Ability

- * Ability to calculate percentages, fractions and decimals; ability to calculate volume, ratios, present values, spatial relationships; and ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- * Ability to use functional reasoning development in performing functions within influence systems associated with supervising, managing, leading, teaching, directing and controlling.
- * Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.

Physical Requirements

- * Ability to operate equipment and machinery requiring simple, periodic adjustments such as drive a vehicle. Ability to move and guide material using simple tools.
- * Ability to exert very moderate physical effort in sedentary to light work, involving stooping, kneeling, crouching and crawling. Ability to handle, finger and feel. Ability to lift, carry, push and pull.
- * Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, textures, etc., associated with objects, materials, ingredients, soil types and maps.

Environmental Adaptability

- * Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under moderately safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CORPORATION COUNSEL

Department: Corporation Counsel

Reports To: County Board

Purpose of Position

The purpose of this position is to provide civil legal counsel and representation to Richland County.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- * Renders legal advice to the County Board of Supervisors, duly constituted agencies, boards, commissions committees, elected officials, department heads and County employees.
- * Prepares County Board resolutions and ordinances.
- * Interprets Board and County officers' powers and duties under the law.
- * Attends County Committee and Board meetings and offers advice and recommendations, and acts as Parliamentarian to the Board.
- * Prepares and represents the county in civil legal proceedings where the County is a party.
- * Represents the county Social Service Department in Guardianship and protective placement proceedings, third party liability collections and general collections.
- * Directs County staff to properly implement Federal, State and local laws, ordinances and regulations.
- * Researches, drafts, or reviews and approves contractual documents including; contracts, leases, agreements, etc.
- * Supervises Assistant Corporation Counsel.
- * Performs special assignments and duties assigned by the County Board.
- * Maintains professional competence by participating in continuing legal education, professional reading and research.

Minimum Training and Experience Required to Perform Essential Job Functions

Legal degree and license to practice law in Wisconsin. Prior legal experience preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- * Ability to persuade and convince others, including the ability to act in a lead capacity. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- * Ability to utilize consulting data and information such as legal briefs, motions, stipulations, contracts, county resolutions, court documents, legal research texts, economic analysis and organizational analysis.
- * Ability to prepare legal briefs, motions, stipulations, petitions, contracts, and other legal documents; county board resolutions, letters and memos.
- * Ability to communicate effectively with Judges, County Supervisors, County Department Heads.

Mathematical Ability

- * Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals and interpret basic descriptive statistics.

Judgment and Situational Reasoning Ability

- * Ability to decide the time, place and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternatives.
- * Ability to use functional reasoning development in performing conceptual functions.
- * Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in critical or unexpected situations involving high risk to the organization.

Physical Requirements

- * Ability to exert very light physical effort in sedentary to light work, involving handling, fingering and feeling.

Environmental Adaptability

- * Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Emergency Medical Services/Emergency Management Director

Department: Ambulance/Emergency Management

Reports To: County Board of Emergency Management/County Board of Supervisors

Purpose of Position:

The purpose of this position is to develop and supervise Richland County disaster plans and emergency medical services.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Acts as principal advisor to the Chair of the County Board regarding the overall operations or actions to be taken in emergency situations.
- Plans, organizes and directs county natural and technological disaster response plans in conformance with State Disaster Plans.
- Develop off-site SARA plans for facilities using or storing hazardous materials.
- Coordinates County out-door and paging warning system. Ensures weather spotters training is provided and weather spotters activated when necessary. Assist in weather spotting when needed.
- Prepares, recommends and monitors hazardous material (HAZMAT) planning, emergency management, ambulance and other disaster management annual budgets. Prepares and submits available grant applications, including those for the Tri-County HAZMAT (Hazardous Material) Level B Team. Must maintain a working knowledge of CAMEO program.
- Applies for and maintains grants relating to terrorism issues.
- Recommends and purchases equipment relating to terrorism for emergency responders.
- Responsible for training of emergency responders relating to terrorism responders.
- Responds to ambulance and emergency calls. Coordinates multi-agency response to all emergency or disaster calls within the county. Responsible for ambulance coverage and EMT scheduling. Knowledge of County, roads, road conditions and advisories. Acts as Safety Officer when absent on scene.

- Designs, coordinates and evaluates County disaster training exercises.
- Coordinates emergency medical technicians (EMTs) training and recruitment. Responsible for ambulance coverage and EMTs schedule. Provides EMD (Emergency Medical Dispatching) training for the Richland County Sheriff's Department as needed. Provide CPR Training when no other instructor is available.
- Maintain county owned equipment; maintain supply inventory, over-sees cleaning and schedules repairs and performs routine maintenance. Ensures Ambulances meet state inspection standards.
- Develops and posts agendas for Emergency Management and Local Emergency Planning Committee (LEPC) meetings; attends and participates in meetings and seminars related to Departments; maintains knowledge of current laws and regulations. Ensures that current ordinance(s) and/or resolutions support the legal basis for the programs, including mandates by federal, and state. Maintains knowledge of current laws and regulations.
- Maintains positive public relations by providing information to the civic groups, schools, county departments, Ambulance Association, news media, farmers and general public; member of the Richland County Ambulance Association; meets frequently with hospital emergency room staff; meets quarterly with EMS and Fire Mutual Aid Association.
- Maintains Emergency Operations Center (EOC) and shares responsibility to maintain emergency communications equipment for highway shop, fire departments, Emergency Management and buildings for radio towers. Activates/opens EOC upon direction of the County Board Chair.
- Advise the State Administrator of the Division of Emergency Management through Regional Director of all Emergency Management planning for the County and render such reports as may be required by the Administrator.
- Ensures all records and reports pertaining to fiscal matters, subsidy programs, program policies and procedures are processed in an accurate and timely fashion and/or appropriately maintained on file at the county level.
- Designates and maintain office hours needed to properly administrate the Emergency Management and Ambulance programs and ensures availability to the general public and county departments.
- Establish a method of supervising and documenting expenditures, losses, damages, injuries, fatalities, and such other statistics to establish claims for

subsidy aids, reimbursements, reconstruction assistance, or aid in resolving problems from post-emergency claims.

- Supervises Medicare and Medical Assistance reporting; supervises office activities; supervise, evaluate, counsel, train and guide EMTs; oversees operations of First Responder units; assist other ambulance services within Richland County with problems, planning and administration; supervise the Child Alert Program. Create and maintain bio-hazardous exposure control plan.
- Assist Richland County Hospital with policies in EMS; create and maintain policies and Standard Operating Procedures (SOPs) approved by the medical director; ensure proper distribution of such documents; establish and maintain quality assurance/improvement program; establish and maintain a quality improvement/quality assurance program.
- Maintains a working knowledge of the Weather System.
- Assist fire departments, law enforcement and first responders in purchasing/maintenance of medical equipment and supplies for emergency response.
- Ensures emergency generator for the courthouse is operational; conducts periodical function checks.
- Assist local farmers in preparing reports for agricultural chemicals on hand.
- Attend training or do home study as required to stay current in changes with Emergency Management and EMS.
- Answer questions of local companies and townships about Tier II forms for hazardous, flammable or otherwise toxic chemicals.
- Coordinate resources in times of disasters.
- Creates and maintains emergency response plans for county special events when necessary.
- Perform a variety of duties during disaster situations; assist/advise public and township officials seeking Federal Aid/loans; assist Red Cross and Salvation Army; alert responders (DNR, DATCP, Fire Departments, Hazmat teams, Federal EPA, etc.) of hazardous materials spills. Act as a liaison between Red Cross, Salvation Army and local government/agencies. Assist and advise the public in times of declared disasters - reporting their losses to assist them in seeking Federal Aid, Loans, and Grants. Assist Township Chairs in completion of proper forms for State funds in response to declared disaster situations involving their townships.

Minimum Training and Experience Required to Perform Essential Job Functions:

High School diploma, and/or any combination of education and experience that provides equivalent knowledge, skills and abilities; posses and Wisconsin State drivers license; Wisconsin Emergency Medical Technician (EMT) license; must have typing and computer skills. Ensures personal certification is kept updated through continuing education.

Physical and Mental Abilities Required to Perform Essential Job Functions:**Language Ability and Interpersonal Communication:**

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record, and transcribe data. Ability to classify, compute, tabulate, and categorize data.
- Ability to provide first line supervision; ability to persuade and convince others; ability to advise and interpret how to apply policies, procedures and standards to a variety of situations.
- Ability to communicate effectively with law enforcement, fire fighters, Hazmat personnel, EMTs, physicians, nurses, State Emergency Management Personnel, State Department of EMS personnel, Department of Agriculture, volunteer services personnel, local industry representatives, township chairs, farmers, DILHR, OSHA, DNR, FEMA, area State legislative representatives, County Supervisors, patients both in writing and in person.
- Ability to use design data and information such as infection control manuals, hazardous materials guides, and blue prints.

Mathematical Ability:

- Ability to add, subtract, multiply, and divide, calculates percentages, fractions and decimals and the ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability:

- Ability to use functional reasoning development in performing functions within influence systems such as associated with supervising, managing, leading, teaching, directing and controlling.

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory or judgmental criteria.

Physical Requirements:

- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as cutting, painting and drilling.
- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments. Ability to repair equipment and machinery.
- Ability to exert heavy physical stress involving climbing and balancing. Ability to handle, finger, and feel. Ability to lift, carry, push and pull. Ability to stoop, kneel, crouch and crawl.
- Ability to recognize and identify harmonious or contrasting conditions of, as well as recognize individual characteristics of color, forms, sounds, tastes, odors, textures, etc. associated with objects, materials and ingredients.

Environmental Adaptability:

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under exposure to unsafe and uncomfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Richland County Position Description

Position Title: Richland County Fair and Recycling Coordinator

Purpose of Definition: Under the general direction of the Solid Waste and Recycling Committee and the Fair Committee, the coordinator will plan, promote, coordinate and administer the Richland County Recycling Program, the Richland County Fair and all non-fair uses of the Richland County Fairgrounds

Duties will include, but are not limited to the following; Responsible for the Richland County Recycling Program and the State Responsibilities which includes: organizing, developing and submitting grant request for State Recycling funds and the dispersal of these funds, Promoting the Recycling Program: Preparing updates for the Recycling Committee on a regular basis; coordinate all the office activities of the Fairgrounds and Recycling including: oversee employees and volunteers; promote different uses of the fairgrounds; meet all the requirements of the county and state accountability; managing certain financial contracts and program for the county; operate the office on a regular schedule; manage the budgets of Recycling and the Fairgrounds; prepare and submit all required documents to the county.

Knowledge and Skills: Great organizational skills: Must have strong communication and writing skills: Must be self-starter: Ability to work with minimal direction: Expected to develop a working relationship with a wide variety of individuals and groups: Must have a strong background in computer use: A valid driver's license: Willing to work flexible hours including weekends: Will be expected to attend additional training.

Minimum Qualifications High School Diploma with relevant experience.

Position: Salaried position 80% of full time

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Director

Department: Health and Human Services

Reports to: Health & Human Services Board
& County Board of Supervisors

Pay Grade: 34 & R

Date: March 18, 2014

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of this position is to direct, monitor and supervise the Health and Human Services Department of Richland County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Interpret and assure implementation of federal, state, and county statutes, rules and policies/procedures related to health and human services.
- Cooperate with representatives of state departments in the development and operation of state supervised county health and human services programs and submit required reports.
- Research, develop, and review agency programs, policies, and procedures.
- Direct financial plans including preparation of budgets, maintenance of fiscal controls, and submission of required reports.
- Work with the Health and Human Services Board in policy making and community interpretation and bring to the Board appropriate issues for direction and advice.
- Plan, administer, supervise and evaluate, directly and through delegation, responsibilities and performance of staff and contracted agencies for the efficient and effective operation of programs.
- Establish and maintain sound supervisory practices, including periodic evaluations and disciplinary actions as necessary.
- Administer a sound personnel program, in compliance with the county's union contract and personnel policies/procedures, and be responsible for the appointment of staff consistent with knowledge, skills, and abilities, with the input and cooperation of the affected Program Manager.
- Provide supervision and direction to agency supervisors through individual conference and management group meetings.
- Administer an effective staff development program including in-service training and appropriate use of other educational resources.
- Negotiate and sign contracts with provider agencies.
- Involve other agencies and citizens, as appropriate, in an advisory committee role to stimulate community input into program planning.
- Cooperate with other agencies, officials, and citizens in planning for coordinated community services.
- Discuss health and human services issues with representatives of local/state/federal departments/government, including legislators.

- Prepare, plan and report materials as needed or required by the Health and Human Service Board, County Board, and/or state departments.
- Conduct agency staff meetings and maintain other forms of intra-departmental communication.
- Represents Richland County Health and Human Services to the community at large through professional interaction and participation in community advisory groups as requested.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Bachelor's and master's degrees related to the delivery of health and human services preferred, or any combination of education and experience that provides equivalent knowledge, skills, and abilities which include a thorough knowledge of health and human services related to: State and Federal program requirements; budgeting and fiscal management; legal requirements of programs; goals, principles, and practices with demonstrated ability to provide strong leadership and make quality decisions; plan, direct, supervise, and evaluate performance; develop plan and administer complex health and human service programs; set priorities and work under time limits.
- Five years of experience in an administrative and supervisory capacity required.
- Working knowledge of computers, computer programs, typing and data entry.
- Current WI Driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to prepare and to maintain a variety of documents including client service plans and recommendations, program evaluations, client assessments and treatment plans and therapy notes.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and fractions.

- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.

Judgment and Situational Reasoning

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgment frequently in non-routine to occasionally highly unstable situations including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgment in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

HIGHWAY COMMISSIONER

Department: Highway Department

Reports To: County Board of Supervisors

Purpose of Position

The purpose of this position is to plan, administer and monitor the highway maintenance, building and repair in Richland County.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- * Supervises the activities of the County Highway Department staff including road work foreman and crews and administrative workers to perform road maintenance and work programs.
- * Develops road maintenance programs.
- * Attends and participates in Highway Committee, County Board, Town Board and other committee meetings to provide information on county road and bridge projects.
- * Participates in preparation of bid specifications and documents for equipment and construction projects.
- * Assists Highway Committee in developing Department budget. Monitor Department budget including regular review of revenues and expenditures.
- * Coordinates and facilitates Federal, State and County aid programs for township bridge projects with Town Boards.
- * Coordinates and cooperates with State and Federal Department of Transportation representatives on road, bridge, sign and safety aided projects and programs.
- * Reviews, submits and administers CHIP, TRIP and MSIP local road projects with the Department of Transportation.
- * Prepares right of way and property acquisition documents. Negotiates all right-of-way acquisition.
- * Maintains positive public relations by answering complaints and by providing information about the Department to the public and news media.
- * Supervises personnel activities including: recommending discipline, new employee interviewing, recommendation for employment and participating in collective bargaining.

- * Attends and participates in District and State highway meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma, Wisconsin Commercial Driver's License with six to nine years highway construction and maintenance supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- * Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate and categorize data.
- * Ability to persuade and convince others, including the ability to act in a lead capacity. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- * Ability to utilize design data and information such as technical manuals, accounting methods, engineering manuals, blueprints, construction manuals, equipment specifications and manuals, State Statutes and administrative code, and county personnel policies.

Mathematical Ability

- * Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals

Judgment and Situational Reasoning Ability

- * Ability to use functional reasoning development in performing functions within influence systems such as associated with supervising, managing, leading, teaching, directing and controlling.
- * Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

Physical Requirements

- * Ability to operate equipment and machinery requiring complex and rapid adjustments. Ability to handle, load and unload, and move and guide materials using simple tools.

- * Ability to exert very moderate physical effort in sedentary to light work, involving stooping, kneeling, crouching and crawling. Ability to handle, finger and feel. Ability to lift, carry, push and pull.
- * Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures, etc., associated with objects, materials and ingredients.

Environmental Adaptability

- * Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under moderately safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Richland County Government Center

Position Description

Name:

Pay Grade: 18, CH wage scale

Position Title: Maintenance Supervisor

Flsa: non-exempt

Date: December 2015

Hours/Week: 35

Department: Courthouse Maintenance

Reports to: Property, Building and Grounds Committee

Purpose of Position

The Courthouse Maintenance Supervisor is responsible for the planning, Supervising and performing of maintenance and housekeeping tasks at the Richland County Government Center (Courthouse/Jail/Administration Building). Responsible for any building issues that may occur at any hour of the day or week.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Plans and monitors work of the maintenance department personnel, including prioritizing tasks, assigning/scheduling work, training staff, evaluating work and documenting work done. Recommends the hiring, discipline and discharge of department employees.
- Supervises and performs proper maintenance and cleaning of flooring, windows, doors, walls (inside and outside), office furniture and break room.
- Supervises and performs painting, snow and ice removal, lawn care, testing of emergency generator, filling of vending machines, brewing of coffee. Responsible for upkeep of U.S. flag.
- Develops and implements preventive/predictive maintenance program.
- Operates and maintains hot water boilers for heat and HVAC system including exhaust, air handling units and heat pumps. Supervises and performs all repairs to in-house electrical and plumbing issues.
- Programs and maintains the phone system for 12 departments within the building.
- Develops department's policies and procedures.

- Monitors inventory of repair parts. Orders inventory of products needed for housekeeping. Purchases supplies and repair parts. Prepares, presents and monitors department budget.
- Attends meetings of the Property, Building and Grounds committee, Department heads, Courthouse Security committee and others as needed.
- Supervises or performs maintenance on the facilities maintenance equipment.
- Manages and maintains the security/safety needs of the building. Rekeys locks and cuts new keys for personnel.
- Responsible for the delivery of mail to the departments and to the Post Office.
- Maintains and updates the material safety data sheets.
- Supervises the work of all outside vendors/contractors and the inspections needed to keep the building in compliance with all applicable codes.

Minimum training and experience required to perform essential job functions

An Associate degree with electro-mechanical and HVAC emphasis, 2 years of building maintenance experience, 2 years of supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must know three phase electrical, control systems (mechanical, electrical and pneumatic), plumbing. Should have working knowledge of computers and related software.

Physical and mental abilities required to perform essential job functions

Language ability and interpersonal communications

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well – established policies, procedures and standards.
- Ability to utilize descriptive data and information, such as regulations, blueprints, correspondence and general operating manuals.
- Ability to communicate with Oversight committee, County Board members, vendors, contractors, subordinates, inspectors, all other county departments, public and inmates.

Mathematical ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.

Judgment and situational reasoning ability

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.

Physical requirements

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as drawing, data entry and assembling.
- Ability to operate equipment and machinery requiring adjustments. Ability to handle, load and unload, and move and guide material using simple tools.
- Ability to exert mildly physical effort in moderate to heavy work, including lifting carrying, pushing and pulling. Ability to handle, finger and feel. Ability to stoop, kneel, crouch, and crawl. Ability to climb and balance.
- Ability to recognize and identify harmonious or contrasting combinations of, as well as recognize individual characteristics of color, forms, sounds, tastes, odors, textures etc. associated with objects, materials and ingredients.

Environmental adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, close quarters, disease or dust, to work under slightly hazardous and uncomfortable conditions.

Richland County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employees Signature

Date

Richland County Position Description

Name:		Department:	Management Information Systems
Position Title:	MIS Director	Pay Grade:	23
Date:	September 2011	Reports To:	Finance and Personnel Committee

Purpose of Position

The Information Technology Director is responsible for county-wide information technology planning and leadership and has operational responsibility for all technology services including voice, video, and data. The work is performed under the general direction of the Finance and Personnel Committee .

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develop and administer the county-wide technology services including budget, long range plan and business continuation plan.
- Advises department heads on information technology issues assists with needs assessments and cost/benefit analysis and recommends applicable strategies.
- Insure compliance with all Federal and State, laws regarding information technology and data storage and security.
- Create Request For Proposals and effectively negotiate contracts with outside contractors/vendors.
- Research and analyze new technology and determine compatibility with the County's existing systems.
- Database management and maintenance for all county systems.
- Analyzes software operating problems, upgrades and implements solution to problem or consults with computer hardware/software consultants.
- Develops, communicates and administers county policies, procedures and standards on the proper use of technology resources.
- Maintains knowledge of computer operating systems, hardware, software, programming languages, security, and open records law.
- Supports Richland County Core Values throughout all levels of department decision making. Develops customer service as an integral part of department operations.

MIS Director

- Prepare and present reports and information on technology issues to committee.
- Acts as the Richland County HIPAA Security Officer.
- Supervises MIS Administrator

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Operational characteristics of Information Technology equipment, peripherals, and various platforms.
- Principles and techniques of complex systems analysis and programming.
- Moves, sets-up and installs equipment.
- Computer operations including Windows and IBM Iseries servers and peripherals.
- Purchase and installation and maintenance of technology equipment and supplies, including coordination of warranty work.
- Maintain County Email systems and Arhiver
- Training users.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelors degree in Computer Science, Information Systems or related fields. Alternatively, an Information Systems Associate degree with a combination of experience that provides equivalent knowledge, skills, and abilities. Certifications are a plus.

Applicant should possess a working knowledge of a mid-range AS/400, experience with PC connectivity, PC's, and other related equipment in order to do the functions of the job. Cisco Experience is a plus.

Experience with Employee supervision and discipline.

Must have valid driver's license or access to dependable transportation.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to decide the time, place and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.

MIS Director

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory and design data and information such as purchase orders, invoices, billing statements, receipts, budgets, request for proposals, accounting methods, bid specifications, computer documentation, computer languages, flow charts, diagrams, leases, contracts, warranties, social service records, strategic plans, operating system manuals, hardware/software manuals, blue prints, maps, state statutes, state and federal program requirements and educational materials.

Ability to communicate orally and in writing with computer users, vendor representatives, department heads, computer consultants, outside agency personnel, County Board Supervisors, Finance and Personnel Committee and the general public.

Mathematical Ability

Ability to apply algebraic and trigonometric formulas. Ability to interpret inferential statistical reports and/or formulation and equation data. Ability to calculate percentages, fractions, decimals, volumes, ratios, present values and spatial relationships.

Judgment and Situational Reasoning Ability

Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, controlling, managing, supervising and teaching.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

Ability to operate equipment and machinery requiring complex and rapid adjustments, such as computer terminals, tape drives, CD-ROM drives, computer peripherals, common hand tools, carts, line testers and telephone.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks. Ability to sustain prolonged visual concentration.

MIS Director

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use may cause discomfort and poses a limited risk of injury.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Pine Valley Healthcare and Rehabilitation Center

Position Description

Position Title: Nursing Home and Assisted Living Administrator

Reports to: Pine Valley Board of Trustees

Pay Grade: P

Date: 2/18

Hours Per Week: 40, salaried.

FLSA Status:

Purpose of Position

The primary purpose of this position is to plan, direct and coordinate the overall operations of Pine Valley Skilled Nursing and Pine Valley Assisted Living.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Write, implement/enforce policies and practices and provide oversight to ensure code compliance with all state and federal codes that apply to both facilities. Interpret applicable codes for department heads and provide training on their requirements.
- Research, recommend and implement clinical programs and contracts to ensure quality care to both resident populations.
- Implement and oversee policies, procedures and practices to ensure the safety of residents, staff and visitors.
- Implement and oversee practices to ensure the safe and efficient operation and preservation of the physical plant.
- Identify, analyze, negotiate, determine and recommend strategic direction including vendor and partner contracts to achieve efficiency, safe and quality operation and serve the residents of Richland County currently and into the future.
- Implement and communicate the strategic plan and direction for both facilities.
- Monitor, direct and set goals and performance standards for department managers. Evaluate their performance and provide constructive feedback to foster their professional growth and development.
- Implement County Policy. Set and recommend policy for both facilities.
- Develop and produce marketing and community education regarding both facilities and services to aid in census development.

- Hire and fire. Oversee discipline and ensure consistent discipline across all departments.
- Recommend, approve and oversee staff training for all departments to ensure a technically competent work force.
- Determine and recommend organizational and reporting structure and recommend salary grade.
- Support and encourage cross training to manage workload and ensure continuous operation of the facilities.
- Recommend programs, bonuses, offerings to attract and retain staff.
- Set parameters and direct the preparation of the annual budget and recommend to the board. Present to the Finance Committee.
- Monitor budget performance monthly and take measures to remain within budgeted expenses and meet or exceed revenues.
- Recommend capital improvements or programs to enhance services, revenue or compliance with regulations.
- Research and recommend room rates.
- Direct and oversee license verification, credentialing and competency of physicians, pharmacist and outside providers.
- Write proposals/bids for services and review and recommend bid awards.
- Attend various county meetings to present requests, provide information or represent the facility.
- Attend and prepare the agenda and minutes for the monthly trustee meeting, report on financials, census, review and recommend vouchers for payment and update on any quality issues or concerns, or programs.
- Represent Pine Valley Community Village to legislators, the public, families, other county entities, medical staff and serve as official contact and spokesperson for state and federal entities.
- Review, evaluate and recommend software, hardware, technology and machinery for the safe and efficient operation of the facilities.
- The administrator shall supervise the daily operation of the CBRF, including but not limited to, resident care and services, personnel, finances, and physical plant. The administrator shall provide the supervision necessary to ensure that the residents receive proper care and treatment, that their health and safety are protected and promoted and that their rights are respected.
- The administrator shall be responsible for the training and competency of all employees.
- An administrator or other designated qualified resident care is on the premises of the CBRF daily to ensure the CBRF is providing safe and adequate care, treatment and services.

- A qualified resident care staff shall be designated as in charge in the CBRF
- Conduct and lead operations related to services including but not limited to; planning budgets, authorizing expenditures, establishing rates for services, and information related to financial reporting.
- Direct, supervise and evaluate work activities of Managers and service delivery.
- Maintain communication between healthcare staff, and department heads by attending meetings and coordinating interdepartmental functioning.
- Review and analyze facility services and data to aid planning and cash and risk management and to improve service utilization.
- Plan, implement and administer programs and services in the CBRF, including personnel administration, training, and coordination of medical, and nursing.
- Develop and/or maintain record management systems to effectively audit and process data such as personnel activities and information, and to produce reports.
- Manage change in integrated health care delivery systems, such as work restructuring, technological innovations, and shifts in the focus of care.
- Consult with medical, business, and community groups to discuss service problems, respond to community needs, enhance public relations, coordinate activities and plans, and promote health programs.
- Develop or expand and implement medical programs or health services that promote community health and wellness of tenants.
- The administrator or qualified designee shall monitor at least monthly for the inappropriate use of PRN psychotropic medication, including but not limited to, use contrary to the Individual service plan, presence of significant adverse side effects, use for discipline or staff convenience, or contrary to the intended use.
- Flexibility in scheduling. May work all hours. Takes call for the facility.

Minimum Training and Experience Required to Perform Essential Job Functions

- The administrator shall be at least 21 years of age and exhibit the capacity to respond to the needs of the residents and manage the complexity both licensed facilities. The administrator shall have any one of the following qualifications:
 - ❖ An associate degree or higher from an accredited college in a health care related field and 3-5 years experience working in nursing homes.
 - ❖ A bachelor's degree in health care from an accredited college preferred and 3-5 years experience working in long term care having direct contact with one or more of the client groups identified under s. DHS 83.02 (16)
 - ❖ At least 3-5 years experience working in a health care related field having direct contact with one or more of the client groups identified under s. DHS 83.02 (16) and have successfully completed an assisted living administrator's training course approved by the department or the department's designee.
 - ❖ Knowledge of long term care finances a plus.

- ❖ A valid nursing home administrator's license issued by the department of safety and professional services.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Change Management - Ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Delegating Responsibility - Ability to allocate authority and/or task responsibility to appropriate people.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Project Management - Ability to organize and direct a project to completion.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- The administrator shall receive at least 15 hours per calendar year of continuing education beginning with the first full calendar year of employment. Continuing education shall be relevant to the job responsibilities and shall include, at a minimum, all of the following:
 - (1) Standard precautions.
 - (2) Client group related training.
 - (3) Medications.
 - (4) Resident rights.
 - (5) Prevention and reporting of abuse, neglect and misappropriation.
 - (6) Fire safety and emergency procedures, including first aid.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count. Differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to advise and interpret on how to apply policies and procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within establishes policies and procedures.
- Ability to utilize descriptive and advisory data and information, such as employment wage withholding handbooks and guides, County Handbook and Pine Valley Addendum, correspondence and general computer software operating manuals.

- Ability to communicate effectively with Pine Valley employees, residents and residents families, vendor representatives, State and Federal personnel, financial and program auditors, both verbally and in writing.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; with the ability to apply computer formulas.

Judgment and Situational Reasoning

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise in judgment.
- Ability to apply situational reasoning ability by exercising Judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.

Physical Requirements

- Ability to grasp and place objects, operate telephone computer, keyboard, photocopier, fax, calculator, etc.
- Ability to exert light physical effort in sedentary to light work involving, lifting, carrying, pushing and pulling, Ability to handle, finger and feel.
- Ability to recognize and identify individual characteristics of forms associated with objects, materials and ingredients.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, vibrations, machinery, wetness, disease and/ or dust. This exposure may cause some discomfort and presents a risk of injury.

Richland County is an Equal opportunities Employer. In compliance with the Americans with Disability Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.


Employee's Signature

Date

4-16-18


Supervisors Signature

Date

4-16-18

FOOD SERVICE SUPERVISOR

Department: UW-Richland Food Service

Reports to: Richland County University Committee

Purpose of Position

The purpose of this position is to operate and supervise the food service department and delegate responsibility as well as assist in food planning and preparation and perform dietary services for UW-Richland students, staff, the public, special events, summer programs, and the Richland County Nutrition Program.

Duties and Responsibilities of this position

- * Supervise food service worker, cafeteria worker, student work-study employee, green thumb employees, and any additional part-time employees necessary for special programs.
- * Supervise programs with Richland Job Service and Social Services.
- * Meet with Richland County University Committee on a monthly basis to update the committee on the operation of the food service department.
- * Consults with UW-Richland Business Manager.
- * Prepare monthly revenue and account receivable report.
- * Attend department head/staff meetings.
- * Prepare dietary department policies and procedures.
- * Maintain knowledge of current food preparation and food safety techniques.
- * Interview potential workers and prepare recommendations.
- * Complete and pass the State Board of Health Sanitation course to complete certification every 5 years.
- * Plan menus.
- * Perform skilled cooking tasks, including preparation of meats, salads, breads, vegetables, and desserts.
- * Perform food preparation tasks for special events, receptions, catering, and banquets.
- * Order all food and related supplies, including picking up supplies and local stores, and stock storeroom, refrigerators, and freezer with supplies.

- * Perform a variety of fiscal tasks: calculate meal costs; set meal and menu prices to assure operating profit; record daily revenue and expenses; deposit receipts; prepare monthly invoices; maintain monthly records; maintain nutrition program records.
- * Assist serving food.
- * Prepare dining areas and set-up for all catered events, banquets and receptions.
- * Assist in cleaning kitchen equipment, including stoves, work tables, grill, oven, deep fryers, mixers, utensils, kettles, pots and pans, dishes, and filters.
- * Monitor food and supply inventories.
- * Prepare timesheets and deliver to Richland County Courthouse for county employees and prepare timesheets for non-county employees.
- * File inspection reports.
- * Design meal ticket and food service brochure. Promote and sell meal tickets.
- * Set-up and teardown cafeteria, including cleaning tables and chairs to maintain cleanliness in Student Center/Cafeteria.
- * Operate and maintain electronic Cash register; record daily receipts.
- * Prepare short orders on grill, deep fryer, etc.
- * Supervise cafeteria and kitchen cleanliness.
- * Attend UW-Richland events to promote Food Service Department for future student and public revenue.
- * Attend seminars for continuing education in food and sanitation.
- * Attend food shows to gain knowledge of new products, new equipment, and new ideas to implement into our food service program.
- * Supervise Student Center, including monitoring games, pool tables, and soda machines and report activities to Student Activities Director. Maintain record of refunds. Maintain change fund.
- * Train food service staff in and enforce sanitation regulations and standards.
- * Be knowledgeable in accident prevention and crisis management.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with institutional food service experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Be certified in sanitation, satisfying the State law effective January 1, 1995.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- * Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- * Ability to advise and interpret on how to apply policies, procedures, and standards to specific situations. Ability to explain, demonstrate and clarify to other within well-established policies, procedures and standards.
- * Ability to utilize descriptive data and information, such as regulations, recipes, correspondence and general operating manuals.
- * Ability to communicate effectively with UW Center personnel, co-workers, Senior Service Nutrition Directors, students, Green Thumb supervisors, vendor representatives, delivery personnel and other county staff.

Mathematical Ability

- * Ability to add, subtract, multiply and divide, calculate percentages, fractions and decimals. Ability to calculate volume and ratios. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- * Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.
- * Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.

Physical Requirements

- * Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as cutting, measuring and mixing.

- * Ability to exert mildly heavy physical effort in moderate to heavy work, including lifting, carrying, pushing, and pulling. Ability to handle, finger and feel. Ability to stoop, kneel, crouch and crawl. Ability to climb and balance.
- * Ability to maneuver equipment and machinery requiring simple but continuous adjustments. Ability to handle, load and unload, and move and guide materials using simple tools.
- * Ability to recognize and identify harmonious or contrasting combinations of, as well as recognize individual characteristics of, colors, forms, sounds, tastes, odors, textures, etc., associated with objects, materials and ingredients.

Environmental Adaptability

- * Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

County Veterans Service Officer

DEPARTMENT: Veterans Service Office

REPORTS TO: Veterans Service Commission

POSITION SUMMARY

The County Veteran's Service Officer (CVSO) is an elected position through a majority vote by the Richland County Board of Supervisors. The CVSO shall be a Wisconsin resident who served on active duty under honorable conditions in the U.S. armed forces as provided by Chapter 45 of the State of Wisconsin Statutes. The CVSO provides accredited representation and advocacy services to military veterans and their dependents in claims for state and federal veterans benefits, and assistance or referrals in claims for other services; promotes veterans services; coordinates office functions with other agencies and makes client referrals to various agencies. Must be willing to travel to attend training, conferences, home visits, and to attend veterans' organizations meetings if so invited. Must be in possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements.

This position is responsible for administering the Veterans Services Office under Federal, State, and County laws and rules.

PHYSICAL AND MENTAL ABILITY REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Ability to communicate effectively with clients/veterans, State and Federal Officials, Veterans Organizations, County Board members, Veteran's Commission members, hospitals, physicians, vendors or representatives, office staff, and other County agencies both in person and in writing.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.
- Ability to operate equipment and machinery requiring simple, periodic adjustments, such as operating a motor vehicle.
- Ability to exert very moderate physical effort in sedentary to light work, involving stooping and kneeling. Ability to handle, finger and feel. Ability to lift, carry, push and pull.

- Ability to operate office equipment including telephone, computer, calculator, typewriter, photocopier, fax machine, postage machine, etc.
- Ability to recognize and identify individual characteristics of colors, sounds, etc., associated with objects.
- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under safe and comfortable conditions.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Associate Degree with two years experience dealing with veterans and knowledge of Federal and State Veteran's laws is desired; or any combination of education or experience that provides equivalent knowledge, skills and abilities.

ESSENTIAL DUTIES/RESPONSIBILITIES

This position description has been prepared to assist in evaluating duties, responsibility and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Must acquire and maintain professional accreditation with one or more Veteran Service organizations (NACVSO, WDVA, VFW, DAV, American Legion, etc.) to represent Richland County military veterans, spouses and dependents as their power of attorney with the U.S. Department of Veterans Affairs (USDVA). Must also complete Training, Responsibility, Involvement and Preparation of Claims (TRIP) Program and the annual refresher.
- Must have thorough knowledge of laws and regulations relating to veterans affairs and must be able to understand and interpret laws and regulations.
- Provides direct client assistance with regard to interpretation of complex eligibility criteria, applications and supporting documentation for state and federal benefits.
- Provides direct client assistance with applications for burial benefits, veteran's life insurance, federal GI Bill and state education benefits, V.A. hospital care and other veteran's benefits.
- Provides general and technical information regarding over twenty federal and state veteran's benefits programs.
- Interviews and advises returning service veterans as it pertains to their eligibility for county, state and federal benefits.
- Maintain and properly dispose of confidential and privacy act documents.
- Makes referral to other county and community agencies to meet the need of veterans that cannot be met through veterans' programs and entitlements.

- Access, inputs and retrieves information on a computer system.
- Performs routine and advanced word processing, spreadsheet functions with above-average proficiency and/or uses electric typewriter if necessary.
- Maintains veterans' database to include military records, disability, insurance, death and burial information.
- Maintains office records to include veterans' files and office statistics.
- Performs the clerical duties of the Veterans Service Office if no clerical personnel are available, to include typing of correspondence, press releases, benefit application forms, office appointment calendar, making photocopies, typing reports on a computer or typewriter, answering multiple phone line system, sending faxes and retrieving, taking and typing up minutes from the oversight committee meetings, and sending out mail daily, maintain office inventory of brochures, office supplies, grave flags, and flag holders.
- Assists veterans and families dealing with the sensitive issue of mental illness, alcohol and other drug abuse, post traumatic stress disorder and bereavement.
- Interprets Federal and State Statutes, Codes, and regulations.
- Initiates and drafts correspondence to clients, the Federal and State Department of Veterans Affairs and other agencies.
- Obtain vital records from throughout the country for veterans and families to include discharge documents, marriage, divorce, birth and death records, medical reports, social, financial information, etc., from claimants employers, credit unions, banks, insurance companies, commercial vendors, creditors, co-signers, register of deeds, treasure's office, bureaus of vital statistics, etc., which are required to fulfill the claimant's obligations.
- Monitors and ensures the confidentiality and security of files and records.
- Establishes and maintains historical and departmental record in order to prepare reports as required by the county or other agencies. Makes such reports to the County Board annually.
- Prepares and monitors annual department budget.
- Provides comprehensive explanation of loan programs such as the VA Guaranty Home Loan, State Home Loan Program, Home Improvement Loans, and Personal Loan Programs.
- Interviews, accesses, counsels and makes independent decisions regarding loan programs.
- Secures, prepares and coordinates all necessary documentation to fulfill Federal and State requirements for loan programs such as co-signer letter of intent, mortgage balance, fair market value of property, proof of income, education deferment request and estimate of improvements.
- Performs any other duties as required by Wis. Stats. 45.80 (5).
- Must have the ability to supervise office staff, and establish and maintain effective public and working relationships.
- Must be willing to work outside normal office hours to maintain proficiency and program knowledge.

PUBLIC RELATIONS:

- Establishes and maintains an ongoing relationship with all veterans' service organizations in the county, to obtain and maintain their support and assistance in disseminating important information to veterans and making referrals.
- Assists in organizing and/or participating in major and significant veteran activities in the county, i.e. Memorial Day, Veterans Day, etc.
- Facilitates media information on a timely basis through radio, print and TV media for the widest possible dissemination of information.
- Conducts periodic information seminars, veterans' gatherings, etc., for exchange of information related to veterans' issues.
- Cultivates a positive working relationship with the VA Regional Office and VA Medical Center staff to ensure a strong advocacy position for represented veterans.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ZONING ADMINISTRATOR

Department: Zoning and Land Information

Reports To: County Board of Supervisors and Zoning and Land Information Committee

Purpose of Position

The purpose of this position is to administer and enforce Richland County zoning, sanitation and land use ordinances. Administer the County's Geographical Information Systems.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Administers and enforces Zoning, Land Division, Shoreland/Wetland, Floodplain, County Addressing, Privately Owned Wastewater Treatment Systems, Tri-County Airport, and Non-Metallic ordinances. Also, Lower Wisconsin State Riverway regulations.
- Acts as County Sanitarian. Reviews sanitary applications, compiles test data, inspects plumbing plans and issues permits.
- Performs field inspections, conducts on-site soil verification and background research as required.
- Supervises and directs the activities of the office staff.
- Provides information on zoning and land use ordinances and regulations to the general public and others.
- Coordinates driveway permits with townships and Richland County Highway Department.
- Investigates alleged violations and prepares complaint reports and participates in legal actions.
- Drafts public hearing notices for Zoning Committee and Board of Adjustments for variance request, special exceptions and ordinance amendment request.
- Visits construction sites for sanitary and land use regulation compliance.
- Attends and participates in Zoning and Land Information Committee, meetings and Board of Adjustments hearings. Testifies at court proceedings as needed.

- Maintains land use records.
- Provides technical assistance concerning land records in regards to the Wisconsin Land Information Program.
- Supervise and coordinate Geographical Information Systems of Richland County
- Prepare budgets and annual reports to the Zoning and Land Information Committee.

Minimum Training and Experience Required to Perform Essential Job

Must have 5 years experience in zoning, land use planning and managing Geographical Information Systems or any combination of education and experience that provides equivalent knowledge, skills and abilities that may include urban or regional planning, geography, natural resources or related fields. Must hold and maintain Certified Soil Testers license and Privately Owned Wastewater Treatment Systems Inspector license issued by the Wisconsin Department of Commerce.

Acquire and maintain license as Private On-Site Wastewater Treatment Systems Inspector and Certified Soil Tester from the Department of Commerce. One year land use planning experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Two years experience with managing geographical information systems or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Essential Job Physical and Mental Abilities required to Perform Functions

Language Ability and Interpersonal Communication

- Ability to decide the time, place and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternative.
- Ability to provide first line supervision. Ability to persuade and convince other. Ability to advise and interpret on how to apply policies, procedures and standards to a variety of situations.
- Ability to utilize design data and information such as high tech manuals, soils surveys, County Ordinances, State Statutes, blue prints, permit reports, Southwest Regional Plan Report, Wisconsin Department of Commerce administrative rules, approved septic plans and soil evaluations, Wisconsin Department Of Transportation road plans, Wisconsin Department of Natural Resources administrative rules and geographical information systems.
- Ability to read and interpret a variety of maps.

- Ability to communicate effectively with land owners and developers, real estate agents, surveyors, engineers, County Supervisors, County Board of Adjustments, attorneys, Wisconsin Departments of Department of Natural Resources, Wisconsin Department of Commerce and Wisconsin Department of Agriculture, Trade and Consumer Protection, County department heads, clerical staff, the general public both in writing and in person. Ability to speak to assembled groups.

Mathematical Ability

- Ability to calculate percentages, fractions and decimals; ability to calculate volume, ratio, present values, spatial relationships; and ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in performing functions within influence system such as associated with supervising, managing, leading, teaching, directing and controlling.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

Physical Requirement

- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements.
- Ability to operate survey equipment and machinery requiring simple, periodic adjustments. Ability to move and guide material using simple tools.
- Ability to exert moderate physical stress in light work, involving climbing and balancing. Ability to handle, finger and feel. Ability to lift carry, push and pull. Ability to stoop, kneel, crouch and crawl.
- Ability to recognize and identify harmonious or contrasting combinations of, as well as recognize individual characteristics of colors, forms, sounds, tastes, odors, textures, etc., associated with objects, materials and ingredients.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under moderately safe and occasionally uncomfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The County will provide reasonable accommodations to qualified individuals

with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

appointment to the board for confirmation. No prior appointee may serve longer than 6 months after the term for which he or she was appointed and confirmed expires, unless reappointed and reconfirmed. The term of each appointment is 4 years or less. The county executive shall comply with hiring policies set by the board when making appointments under subd. 1.

(br) In any county with a population of less than 750,000, appoint and supervise the heads of all county departments except those elected by the people and except where the statutes provide that the appointment shall be made by other elected officers. Notwithstanding any statutory provision that a board or commission or the county board or county board chairperson appoint a department head, except s. 17.21, the county executive shall appoint and supervise the department head. Notwithstanding any statutory provision that a board or commission supervise the administration of a department, the department head shall supervise the administration of the department and the board or commission shall perform any advisory or policy-making function authorized by statute. An appointment by the county executive under this subsection requires the confirmation of the board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63. Any department head appointed by a county executive under this subsection may be removed at the pleasure of the county executive unless the department head is appointed under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.

(c) Appoint the members of all boards and commissions where appointments are required and where the statutes provide that the appointments are made by the county board or by the chairperson of the county board. All appointments to boards and commissions by the county executive are subject to confirmation by the county board.

(3) ADMINISTRATIVE SECRETARIES TO COUNTY EXECUTIVE; STAFF. The county executive may appoint administrative secretaries using hiring procedures which shall be exempt from county civil service competitive examination procedures and such additional staff assistants as the board provides.

(4) COMPENSATION OF COUNTY EXECUTIVE, DEPUTY, AND STAFF ASSISTANTS. The board shall fix the compensation of the county executive, the county executive's administrative secretary and the county executive's staff assistants, provided that the salary of the county executive shall be established at least 90 days prior to any election held to fill the office.

(5) MESSAGE TO THE BOARD: SUBMISSION OF ANNUAL BUDGET. The county executive shall annually, and otherwise as may be necessary, communicate to the board the condition of the county, and shall recommend such matters to the board for its consideration as he or she considers expedient. Notwithstanding any other provision of the law, he or she shall be responsible for the submission of the annual budget to the board and may exercise the power to veto any increases or decreases in the budget under sub. (6).

(6) COUNTY EXECUTIVE TO APPROVE OR VETO RESOLUTIONS OR ORDINANCES; PROCEEDINGS ON VETO. Every resolution adopted or ordinance enacted by the board shall, before it becomes effective, be presented to the county executive. If the county executive approves, the county executive shall sign it; if not, the county executive shall return it with his or her objections, which objections shall be entered at large upon the journal and the board shall proceed to reconsider the matter. Appropriations may be approved in whole or in part by the county executive and the part approved shall become law, and the part objected to shall be returned in the same manner as provided for in other resolutions or ordinances. If, after such reconsideration, two-thirds of the members-elect of the board agree to adopt the resolution or enact the ordinance or the part of the resolution or ordinance objected to, it shall become effective on the date prescribed but not earlier than the date of passage following reconsideration. In all such cases, the votes of the members of the board shall be determined

by ayes and nays and the names of the members voting for or against the resolution or ordinance or the part thereof objected to shall be entered on the journal. If any resolution or ordinance is not returned by the county executive to the board at its first meeting occurring not less than 6 days, Sundays excepted, after it has been presented to the county executive, it shall become effective unless the board has recessed or adjourned for a period in excess of 60 days, in which case it shall not be effective without the county executive's approval.

(7) REMOVAL FROM OFFICE; VACANCY, HOW FILLED. The county executive may be removed from office by the governor for cause under s. 17.16. A vacancy in the office of county executive shall be filled temporarily, within 30 days of the date of the vacancy, by appointment by the chairperson of the board, subject to confirmation by the board, from among electors of the county. Within 7 days following the occurrence of the vacancy, the clerk shall order a special election to be held under s. 8.50 to fill the vacancy. If the vacancy occurs after October 31 but not later than 49 days before the day of the spring primary, the special election shall be held concurrently with the spring primary and election.

(8) SUCCESSION IN OFFICE. (a) In the event of the inability of the county executive to serve because of mental or physical disease, the powers and duties of the office shall devolve upon the chairperson of the board until such time as the disability shall cease.

(b) In the event that a vacancy in the office of county executive occurs, the chairperson of the board shall immediately succeed to the office and assume the duties and responsibilities thereof until the board has confirmed an appointment to the office under sub. (7).

History: 1975 c. 264; 1977 c. 257, 259; 1979 c. 260; 1981 c. 217, 314, 329; 1981 c. 391 s. 210; 1983 a. 148; 1983 a. 192 ss. 116, 303 (2); 1983 a. 239, 484; 1985 a. 29 ss. 1150 to 1158, 1160, 3200 (56), 3202 (56); 1985 a. 135 s. 85; 1985 a. 176; 1989 a. 273; 1991 a. 269, 274, 316; 1995 a. 16 s. 2; 1995 a. 201 s. 101; Stats. 1995 s. 59.17; 2013 a. 14; 2015 a. 55; 2017 a. 207 s. 5.

A county executive's partial-veto power is similar to the governor's power. 73 Atty. Gen. 92.

The powers of an elected county executive are discussed. 77 Atty. Gen. 113.

A county board may adopt an ordinance creating the office of county executive and make the ordinance contingent upon approval in a countywide referendum. The office of county executive is created at the time the results of the referendum become final. The first election for the office occurs at least 120 days after the creation becomes effective. The county executive takes office on the 3rd Tuesday in April of the election year. 78 Atty. Gen. 227.

The veto of an appropriation under sub. (5) does not restore the appropriation to its level in the county executive's proposed budget. 80 Atty. Gen. 214.

Section 33.28 (2) (a) provides that the county representative upon a public inland lake protection and rehabilitation board is to be a person appointed by the county board. By operation of sub. (2) (c), the power of appointing the county representative to a public inland lake protection and rehabilitation district is therefore transferred from the county board to the county executive once the office of county executive is created, subject to confirmation by the board. OAG 2-09.

A county board may require a county executive to clarify that he or she is not representing the position of the county when engaging in lobbying activities on behalf of a position that is not the position adopted by the county. A county board may require county department heads to submit reports to the county board, but it cannot require county department heads appointed and supervised by the county executive to report to the board in a supervisory sense. A county board is not authorized to demote, suspend, or discharge a department head or employee not appointed by the board unless that power is specifically conferred by statute. OAG 6-13.

The Milwaukee County Board may require confirmation of the county executive's appointments to any position in the unclassified service that is a department head. The Board may not require confirmation of the executive's or other administrators' appointments to positions in the unclassified service that are not department heads. OAG 7-13.

A county executive has the authority to reduce a line item budget appropriation from one specific dollar figure to another through the use of his or her partial veto. Constitutional amendments limiting the governor's veto authority in Art. V, s. 10 (1) (c) impose no corresponding limit upon the veto authority of the county executive under Art. IV, s. 23a. OAG 6-14.

59.18 County administrator. (1) APPOINTMENT. Counties having a population of less than 750,000 may by resolution of the board or by petition and referendum create the office of county administrator. The county administrator shall be appointed by majority vote of the board. Such petition and election shall follow the procedure provided in s. 9.20 (1) to (6). If any member of the board is appointed as county administrator, his or her status as a member of the board is thereby terminated, except that in the case of a vacancy in the office of county administrator by reason of

removal, resignation or other cause, the board may appoint any member of the board as acting county administrator to serve for a period of 15 days while the board is considering the selection of a county administrator.

(2) **DUTIES AND POWERS.** The county administrator shall be the chief administrative officer of the county. The county administrator shall take care that every county ordinance and state or federal law is observed, enforced and administered within his or her county if the ordinance or law is subject to enforcement by the county administrator or any other person supervised by the county administrator. The duties and powers of the county administrator shall be, without limitation because of enumeration, to:

(a) Coordinate and direct all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.

(b) Appoint and supervise the heads of all departments of the county except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; but the county administrator shall also appoint and supervise all department heads where the law provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board. Notwithstanding any statutory provision that a board or commission supervise the administration of a department, the department head shall supervise the administration of the department and the board or commission shall perform any advisory or policy-making function authorized by statute. Any appointment by the county administrator under this paragraph requires the confirmation of the county board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63. Any department head appointed by a county administrator under this paragraph may be removed at the pleasure of the county administrator unless the department head is appointed under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.

(c) Appoint the members of all boards and commissions where the statutes provide that such appointment shall be made by the county board or by the chairperson of the county board. All appointments to boards and commissions by the county administrator shall be subject to the confirmation of the county board.

(3) **ADMINISTRATIVE SECRETARY TO COUNTY ADMINISTRATOR; STAFF.** The county administrator may appoint an administrative secretary, and additional staff assistants, as necessary.

(4) **COMPENSATION OF COUNTY ADMINISTRATOR AND STAFF.** The board shall fix the compensation of the county administrator, the county administrator's administrative secretary and the county administrator's staff assistants.

(5) **MESSAGE TO THE BOARD; SUBMISSION OF ANNUAL BUDGET.** The county administrator shall annually, and otherwise as necessary, communicate to the board the condition of the county, and recommend such matters to the board for its consideration as the county administrator considers expedient. Notwithstanding any other provision of the law, the county administrator shall be responsible for the submission of the annual budget to the board.

(6) **QUALIFICATIONS FOR APPOINTMENT.** The county administrator shall be appointed solely on merit. In appointing the county administrator, the board shall give due regard to training, experience, administrative ability and general qualifications and fitness for performing the duties of the office, and no person shall be eligible to the office of county administrator, who is not by training, experience, ability and efficiency qualified and generally fit to perform the duties of such office. No weight or consideration shall be given by the board to residence, to nationality, or to political or religious affiliations.

(7) **REMOVAL.** The board may remove the county administrator at any time that the county administrator's conduct of the county administration becomes unsatisfactory, and engage a suc-

cessor. The action of the board in removing the county administrator shall be final.

(8) **VACANCY, HOW FILLED.** A vacancy in the office of the county administrator by reason of removal, resignation or other cause, shall be filled by appointment by majority vote of the board.

History: 1983 a. 192 ss. 118, 303 (2); 1985 a. 29, 176; 1989 a. 273; 1991 a. 316; 1995 a. 201 s. 102; Stats. 1995 s. 59.18; 2017 a. 207 s. 5.

A county board can abolish the office of county administrator by majority vote. 61 Atty. Gen. 322.

Sub. (2) (b) transfers the authority to supervise the administration of county departments from boards and commissions to department heads appointed by the county administrator. Sub. (2) therefore entirely negates s. 59.70 (2) insofar as it provides that the board may "employ" a system manager. In a county with a county administrator, the solid waste management board is purely an advisory body to the county administrator and to the county board and a policy-making body for the solid waste management department as a whole. OAG 1–12.

59.19 Administrative coordinator. In any county which has not created the office of county executive or county administrator, the board shall designate, no later than January 1, 1987, an elected or appointed official to serve as administrative coordinator of the county. 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.

History: 1985 a. 29; 1995 a. 201 s. 103; Stats. s. 59.19.

A sitting member of a county board must resign the office of supervisor before being appointed to the permanent position of county administrative coordinator under this section. OAG 1–11.

59.20 County offices and officers. (1) **ELIGIBILITY FOR COUNTY OFFICE.** No person may file nomination papers as a candidate for, have his or her name placed on a ballot for election to, or hold a county elective office who is not an elector of the county. No person may file nomination papers as a candidate for, have his or her name placed on a ballot for election to, or hold the office of county supervisor who is not an elector of the supervisory district from which he or she is chosen.

(2) **COUNTY OFFICERS; TERMS.** (a) Beginning in 2008 and quadrennially thereafter, a register of deeds, county clerk, and county treasurer shall be chosen at the general election by the electors of each county for the term of 4 years. Except as provided in this paragraph, beginning in 2008 and quadrennially thereafter, a surveyor shall be chosen at the general election by the electors of each county in which the office of surveyor is filled by election, for the term of 4 years. No surveyor shall be elected in counties having a population of 750,000 or more. The regular term of office of each register of deeds, county clerk, county treasurer, and county surveyor shall commence on the first Monday of January next succeeding his or her election and shall continue 4 years and until his or her successor qualifies.

(am) Beginning in 2012 and quadrennially thereafter, a comptroller shall be chosen at the spring election by the electors of each county having a population of 750,000 or more for the term of 4 years. The regular term of office of each comptroller shall commence on the 3rd Tuesday in April next succeeding his or her election and shall continue 4 years and until his or her successor qualifies.

(b) Beginning in 2006 and quadrennially thereafter, a sheriff shall be chosen at the general election by the electors of each county for the term of 4 years. Except as provided in this paragraph, beginning in 2006 and quadrennially thereafter, a coroner shall be chosen at the general election by the electors of each county in which there is a coroner, for the term of 4 years. No coroner shall be elected in counties having a population of 750,000 or more or in counties in which a medical examiner system is instituted. The regular term of office of each sheriff and coroner shall commence on the first Monday in January next succeeding his or her election and shall continue 4 years and until his or her successor qualifies.

(bm) Beginning in 2006 and quadrennially thereafter, a clerk of circuit court shall be chosen at the general election for the term of 4 years by the electors of each county, subject to removal as pro-

(2) The board of directors of the corporation shall be designated as the “memorial board,” and its members shall be called “trustees.” The membership of the memorial board may include special members, who need not be members of the corporation.

(3) The memorial board shall consist of 15 members, of whom 8 may be special members to be elected as provided in this section, and the remaining members shall be elected from the membership of the corporation.

(4) Special members of the memorial board shall be elected by the county board of such county and consist of the following:

(a) Four members from the county board.

(b) Four members elected from among the residents of the county.

(5) Terms of members of the memorial board shall be as follows:

(a) For special members:

1. Members elected from the county board shall be elected at the first meeting of the county board following each county board general election and their terms shall commence on that date. They shall hold office during their terms on the county board and until their successors are elected and qualified.

2. Members elected from among the residents shall hold office for 4 years and until their successors are elected, except that the first 4 such members shall be chosen for 1, 2, 3, and 4 years, respectively.

3. Any vacancy in the special membership shall be filled by the county board for the unexpired term, and until a successor is elected and qualified.

(b) For elected members from the corporate membership: the terms of the trustees shall be for such numbers of years that those of an equal number, as nearly as may be, shall expire in 2, 3, and 4 years, and successive terms of 4 years each thereafter and until their successors are elected and qualified.

(6) The articles of incorporation of the corporation shall provide originally or by amendment, in addition to other necessary provisions, and as permitted by this section, for the classification of the members of the corporation, for the election of trustees proportionately from and by those classifications, for the terms of the members of the corporation and for the officers, their duties, and the terms thereof to be elected from the membership.

(7) The war memorial may be constructed upon any land ceded before July 15, 1953, by this state to any municipality in this state notwithstanding any restrictions, limitations, or conditions as to the nature of the use of any of the land contained in the legislative act, granting the land to the municipality, and notwithstanding the restrictions, limitations, or conditions incorporated in any subsequent conveyance of the lands by the municipality.

(8) The war memorial may be constructed in any public park and the use of those park lands as a location for a war memorial shall not be considered inconsistent with the use of the same for park purposes. No war memorial shall be constructed in a public park until the park commission, general manager appointed under s. 27.03 (2), or park board having jurisdiction of the park shall approve the construction. The county board of any county may authorize the construction of a war memorial at different intervals of time if the proposed memorial consists of more than one building or structure and any county board subsequently elected shall carry into effect any contract authorized by s. 45.72 entered into on behalf of the county for the construction or maintenance of the war memorial. The construction, maintenance, and operation of a war memorial in a county park shall be subject to the jurisdiction of the county board and no part of those costs shall be charged against the funds of the park commission, park system, or park board of the county.

History: 2005 a. 22; 2017 a. 207 s. 5.

SUBCHAPTER VIII

LOCAL RESPONSIBILITIES

45.80 County veterans service officer. (1) **ELECTION OR APPOINTMENT.** (a) Except as provided under par. (b), the county board shall elect a county veterans service officer who shall be a Wisconsin resident who served on active duty under honorable conditions in the U.S. armed forces or in forces incorporated as part of the U.S. armed forces and who meets at least one of the conditions listed in s. 45.01 (12) (a) to (d) and at least one of the conditions listed in s. 45.02 (2).

(b) Except as provided under par. (c), the county board may appoint assistant county veterans service officers who shall be Wisconsin residents who served on active duty under honorable conditions in the U.S. armed forces or in forces incorporated as part of the U.S. armed forces and who meet at least one of the conditions listed in s. 45.01 (12) (a) to (d) and at least one of the conditions listed in s. 45.02 (2).

(c) In counties with a county executive or county administrator, the county executive or county administrator shall appoint and supervise a county veterans service officer who shall have the qualifications prescribed under par. (a). The appointment is subject to confirmation by the county board unless the county board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.

(2) **TERM.** A county veterans service officer elected under sub. (1) (a) shall serve until the first Monday in January of the 2nd year subsequent to the year of his or her election, and, if reelected, shall continue to serve unless removed under s. 17.10 (2).

(3) **SALARY.** The salary of the county veterans service officer shall be fixed by the county board prior to or at the time of the service officer's election and annually thereafter.

(4) **MILWAUKEE COUNTY.** In counties having a population of 750,000 or more the officer shall be appointed subject to ss. 63.01 to 63.17.

(5) **DUTIES.** The county veterans service officer shall do all of the following:

(a) Advise persons living in the service officer's county who served in the U.S. armed forces regarding any benefits to which they may be entitled or any complaint or problem arising out of such service and render to them and their dependents all possible assistance.

(b) Make such reports to the county board as the county board requires.

(c) Cooperate with federal and state agencies that serve or grant aids or benefits to former military personnel and their dependents.

(d) Furnish information about veterans burial places within the county as required by s. 45.62 (2).

(e) Perform the duties prescribed by law, including those duties under pars. (a) to (d), separately and distinctly from any other county department.

(6) **PERMITTED ACTIVITIES.** The county veterans service officer may do any of the following:

(a) Inform persons living in the service officer's county who are members of the national guard or of a reserve unit of the U.S. armed forces or dependents of those persons regarding potential benefits to which they may be or may become entitled and regarding all necessary military points of contact and general deployment information for activated and deployed members of the national guard or reserve units of the U.S. armed forces.

4. “Open–end credit agreement” means an agreement under which credit is extended on an account and under which all of the following are true:

a. The debtor may make purchases or obtain loans, from time to time, directly from the creditor or indirectly by use of a credit card, check, or other device, as the plan may provide.

b. The debtor has the privilege of paying the balance in full or in installments.

c. The creditor may from time to time assess a charge, computed on any outstanding unpaid balance.

(b) The clerk of circuit court may accept a credit card or debit card for any required payment to the clerk of circuit court and may charge and collect a reasonable service fee for the use of a credit card or debit card. The county board shall establish the amount of the service fee, which shall be retained in full by the county.

(c) The clerk of circuit court may charge and collect a fee for the establishment and monitoring of a payment plan for persons ordered to make payments to the clerk of circuit court. The amount of the fee may not exceed \$15 and shall be on a sliding scale based on the person’s ability to pay in view of the person’s income.

History: 1995 a. 27 ss. 3290, 3291; 1995 a. 201 ss. 311 to 318, 320 to 322, 325; 1995 a. 224 ss. 11 to 13; 1995 a. 227 s. 203; 1995 a. 279 s. 8; 1995 a. 404 s. 185; 1995 a. 438; 1995 a. 448 s. 61; Sup. Ct. Order No. 96–08, 207 Wis. 2d xv (1997); 1997 a. 3, 27; 1997 a. 35 ss. 185, 186; 1997 a. 39, 135, 148, 191, 237, 248, 252; 1999 a. 9, 32; 1999 a. 150 s. 672; 2001 a. 16, 56, 61, 105; 2003 a. 33, 139, 321, 326; 2005 a. 25, 59, 204; 2007 a. 20; 2013 a. 107, 164; 2015 a. 55, 196; 2017 a. 207 s. 5.

Cross-reference: See ss. 69.01 (5), 69.12 (1), 69.14 (1) (h), 69.15 (1) (b), 69.16 (2), 69.17, 69.19, and 69.21 (4) (b) as to furnishing information to the state registrar of vital statistics.

Cross-reference: See s. 758.13 as to furnishing information to the judicial council.

Cross-reference: See ss. 753.30, 801.61, 809.15, 889.08, and 889.09 as to authenticating, certifying, and transmitting documents.

Cross-reference: See chs. 818 and 969 as to receiving bail.

Cross-reference: See ch. 756 as to performing duties with respect to jurors.

Cross-reference: See s. 757.40 as to care for the county law library.

Cross-reference: See ch. 814 as to taxing costs and collecting fees.

Cross-reference: See ch. 815 as to issuing executions and writs of assistance.

Cross-reference: See s. 885.01 as to issuing and signing subpoenas.

Cross-reference: See s. 779.07 as to keeping a lien docket.

When a clerk of court customarily supplied an affidavit form to persons claiming witness fees, the statutes, as well as custom and common sense, required the clerk to furnish the form affidavit for signing, and entitled the petitioner to expect that the service, routinely furnished others, would be available to him. *State ex rel. Hurley v. Schmidley*, 48 Wis. 2d 659, 180 N.W.2d 605 (1970).

Under s. 59.42 (1) [now s. 59.40 (3) (a)], a clerk retains discretion to refuse to file documents unless the fee is tendered, even though the standard may result in inconsistent policies among the counties. *Giese v. LIRC*, 153 Wis. 2d 212, 450 N.W.2d 489 (Ct. App. 1989).

The payment to a county under s. 59.42 (2) [now s. 59.40 (3) (b)] of interest earned on a condemnation award deposited with the clerk is not an unconstitutional taking. *Brongman v. Douglas County*, 164 Wis. 2d 718, 476 N.W.2d 611 (Ct. App. 1991).

The express powers to appoint and discharge deputies under this section are separate from those of the county and are not subject to a collective bargaining agreement entered into by the county. *Crawford County v. WERC*, 177 Wis. 2d 66, 501 N.W.2d 836 (Ct. App. 1993).

Crawford County v. WERC is restricted to its facts. Deputized employees, apart from a chief deputy, are exempt from the terms of collective bargaining agreements only to the extent that they are managerial or supervisory employees. *Eau Claire County v. AFSCME Local 2223*, 190 Wis. 2d 298, 526 N.W.2d 802 (Ct. App. 1994).

Removal by the clerk of court of an employee with dual employment status as deputy court clerk and judicial assistant from the judicial assistant position was not authorized by sub. (1). The removal was subject to the terms of a collective bargaining agreement. *Winnebago County v. Courthouse Employees Association*, 196 Wis. 2d 733, 540 N.W.2d 240 (Ct. App. 1995), 94–2504.

For a paper to be filed, it must be properly deposited with the clerk under s. 59.40 (2). “Properly” connotes complying with formality or correctness, but is not susceptible to exact definition. Delivery of papers to the clerk at his home after business hours was too far removed from legislative guidelines to be considered “properly deposited.” *Granado v. Sentry Insurance*, 228 Wis. 2d 794, 599 N.W.2d 62 (Ct. App. 1999), 98–3675.

Except for their elected superior’s power to appoint and discharge, chief deputies are subject to the Municipal Employment Relations Act, ss. 111.70 to 111.77, and are not excluded from a collective bargaining unit as a matter of law. *Oneida County v. WERC*, 2000 WI App 191, 238 Wis. 2d 763, 618 N.W.2d 891, 00–0466.

When read in conjunction with s. 32.05 (7) (d), sub. (3) (c) empowers a circuit judge to veto the clerk’s authority to invest a condemnation award and to direct the clerk to transfer the award from the clerk’s control into a private account for the benefit of the persons named in the award or to otherwise invest the funds for the benefit of those persons. Sub. (3) (c) empowers a circuit judge not only to veto the clerk’s authority to invest and control the interest on condemnation awards but also to veto the clerk’s authority over “certain” other funds deposited with the clerk, so long as the funds relate to a case before the judge’s court. *HSBC Realty Credit Corporation v. City of Glendale*, 2007 WI 94, 303 Wis. 2d 1, 735 N.W.2d 77, 05–1042.

Granado holds that the court clerk as a constitutional officer has the discretion to adopt a policy, as long as the policy complies with the statutory guidelines indicating when and where the clerk’s duties should be performed. In his or her discretion, the clerk may adopt a policy that is flexible or one that restricts filings to regular business hours. *Hartford Citizens for Responsible Government v. City of Hartford Board of Zoning Appeals*, 2008 WI App 107, 313 Wis. 2d 431, 756 N.W.2d 454, 07–1265.

A county civil service ordinance enacted under s. 59.07 (20) [now s. 59.52 (8)] or a collective bargaining agreement under s. 111.70, establishing a procedure to be followed prior to discharge of a classified employee, supersedes and modifies s. 59.38 (1) [now s. 59.40 (1) (a)]. 63 Atty. Gen. 147.

Clerks of court may not send original records of criminal cases to the public defender prior to appeal unless a judge authorizes the release. 69 Atty. Gen. 63.

59.41 Not to act as attorney. No person acting as clerk of any circuit court in this state may practice as an attorney or solicitor in the court in which the person is acting as clerk; and the person shall not be eligible for the office of municipal judge during the time that the person holds the office of the clerk.

History: 1977 c. 305, 449; 1995 a. 201 s. 323; Stats. 1995 s. 59.41.

59.42 Corporation counsel. (1) CORPORATION COUNSEL; CERTAIN COUNTIES. (a) Except as provided under par. (b), in counties not having a population of 750,000 or more, the board may employ a corporation counsel, and fix the salary of the corporation counsel. The corporation counsel appointed under this paragraph may be terminated at any time by a majority vote of all the members of the board.

(b) In any county with a county executive or county administrator, the county executive or county administrator shall have the authority to appoint and supervise the corporation counsel if the board authorizes the establishment of the office of corporation counsel. Such appointment shall be subject to confirmation by the board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63. The corporation counsel may be removed by the county executive or county administrator with the concurrence of the board unless the corporation counsel is appointed under such an examination procedure.

(c) The corporation counsel may, when authorized by a majority of the board, appoint one or more assistant corporation counsels to aid the corporation counsel in the performance of the duties of corporation counsel. The assistants so appointed shall have authority to perform all the duties of the corporation counsel. The duties of the corporation counsel shall be limited to civil matters and may include giving legal opinions to the board and its committees and interpreting the powers and duties of the board and county officers. Whenever any of the powers and duties conferred upon the corporation counsel are concurrent with similar powers or duties conferred by law upon the district attorney, the district attorney’s powers or duties shall cease to the extent that they are so conferred upon the corporation counsel and the district attorney shall be relieved of the responsibility for performing such powers or duties. Opinions of the corporation counsel on all such matters shall have the same effect as opinions of the district attorney. The corporation counsel may request the attorney general to consult and advise with the corporation counsel in the same manner as district attorneys as provided by s. 165.25 (3).

(2) CORPORATION COUNSEL IN SPECIAL COUNTIES; APPOINTMENT, DISMISSAL AND DUTIES. (a) In a county with a population of 750,000 or more there is created the office of corporation counsel, and such deputy corporation counsels, assistants, stenographers and clerks at such salaries as are authorized by the board. The corporation counsel and deputy and assistant corporation counsels shall be attorneys at law licensed to practice in this state. All such offices and positions shall be in the classified civil service of the county except the corporation counsel, who is in the unclassified service. The corporation counsel shall be appointed by the county executive, with the concurrence of a majority of the board and shall not serve at the pleasure of the county executive. Any incumbent corporation counsel serving on August 1, 1990, shall retain that position and title until a new appointee is confirmed by the board. The corporation counsel may be dismissed at any time by

CHAPTER 83

COUNTY HIGHWAYS

83.001	Definition.	83.065	County road and bridge fund; tax levy.
83.01	County highway commissioner.	83.07	Acquisition of lands, quarries, gravel pits; relocation; eminent domain.
83.013	County traffic safety commissions.	83.08	Acquisition of lands and interest therein.
83.015	County highway committee.	83.09	Emergency repairs of county trunk highways.
83.016	Traffic patrol officers, appointment, duties, bond.	83.11	Marking section and quarter section corners in highways.
83.018	Road supplies; committee may sell to municipalities.	83.12	Cattle passes.
83.02	County aid highways.	83.13	Guideboards.
83.025	County trunk highways.	83.14	County aid on town and village initiative.
83.026	Federal aid secondary highways.	83.15	Aid by county for state line bridge or highway.
83.027	Controlled-access highways.	83.16	County may contract with foreign county.
83.03	County aid; local levy; donations.	83.17	County may assume compensation liability; agreements with localities.
83.035	Streets and highways, construction.	83.18	Entry on lands.
83.04	Highway construction by county; noncontract work; payments.	83.19	Temporary highways and detours.
83.05	Improving streets over 18 feet wide.	83.20	Highways, lighting.
83.06	Maintenance of county aid highways.	83.42	Rustic roads system.

83.001 Definition. In this chapter, “department” means the department of transportation.

History: 1985 a. 223.

83.01 County highway commissioner. (1) **ELECTION OR APPOINTMENT.** (a) Except as provided under pars. (b) and (c), the county board shall elect a county highway commissioner. If the county board fails to elect a county highway commissioner, the county shall not participate in state allotments for highways.

(b) In counties having a population of 750,000 or more, the county highway commissioner shall also be the director of public works. The person holding the position of county highway commissioner and director of public works, under the classified service, on June 16, 1974, shall continue in that capacity under civil service status until death, resignation or removal from such position. Thereafter the county executive shall appoint as successor a director of transportation who shall assume the duties of county highway commissioner and director of public works and is subject to confirmation by the county board, as provided in s. 59.17 (2) (bm).

(c) Except as provided under par. (b), in any county with a county executive or a county administrator, the county executive or county administrator shall appoint and supervise the county highway commissioner. The appointment is subject to confirmation by the county board unless the county board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63. Notwithstanding s. 83.01 (7) (a) and (b), the highway commissioner is subject only to the supervision of the county executive or county administrator.

(2) **TERM.** (a) Unless the county board establishes a different term of service by ordinance, the county highway commissioner shall serve for a term of 2 years, except as provided in par. (b).

(b) Unless the county board establishes a different term of service under par. (a), upon his or her first election or appointment the county highway commissioner shall serve until the first Monday in January of the 2nd year succeeding the year of the election or appointment.

(3) **SALARY.** The salary of the county highway commissioner shall be as determined under s. 59.22.

(4) **OFFICE AND ASSISTANTS.** The county board shall provide the county highway commissioner with suitable offices and such

assistants as are necessary for the proper performance of the commissioner’s duties.

(5) **BOND.** The county highway commissioner shall give bond in such sum as the county board shall from time to time require.

(6) **PAYMENT OF SALARIES.** The salaries, expenses of maintaining an office and the necessary traveling expenses of the county highway commissioner, assistants and special highway patrolmen in counties having such patrolmen may be paid monthly out of the general fund after being audited and approved by the county highway committee. All such expenditures out of the general fund shall be reimbursed out of moneys received under s. 86.30.

(7) **DUTIES.** (a) Except as provided under s. 83.015 (2) (b), the county highway commissioner shall have charge, under the direction of the county highway committee, of the construction of highways built with county aid and of the maintenance of all highways maintained by the county.

(b) Except as provided under s. 83.015 (2) (b), the county highway commissioner shall perform all duties required by the county board and by the county highway committee and shall do or cause to be done all necessary engineering and make all necessary examinations for the establishment, construction, improvement and maintenance of highways. The county highway commissioner shall establish such grades and make such surveys and maps or cause the same to be made as the commissioner considers proper, and examine the highways and report as to the condition of roads, bridges and culverts, and make estimates of the cost of the improvement thereof, and of the cost of any relocation when required to do so or when the commissioner considers the same reasonably necessary.

(c) The county highway commissioner shall have charge of all county road machinery and tools, and shall be responsible to the county board for their proper maintenance, repair and storage, and shall in the annual report required under par. (d) make a complete inventory of the same, which inventory shall show the date of purchase, the location and condition of such machinery and tools, and the cost and present value thereof.

(d) The county highway commissioner shall make an annual report to the department and to the county board at its annual meeting containing an itemized statement of all expenditures made from the county road and bridge fund during the year ending November 1. The commissioner shall include in the report an itemized estimate of the amount needed to properly maintain the

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) employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining Department Heads (who are not elected by the people) employees; addressing complaints and resolving problems. Reviews all recommendations for disciplinary suspensions and discharge of all employees.
- C.
- ~~B.~~ 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.
- ~~C.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.D.~~ Acts as a resource for all union negotiations, and actively participates in the development of the County's negotiation strategy.

~~E.E.~~ In coordination with the over-sight committees and department heads reviews and determines whether vacant positions should be filled.

~~G.F.~~ 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.G.~~ 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.H.~~ 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, ~~insuring~~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.*

Supervisory Responsibilities Appoints and supervises all Department Heads of the County, except those elected by the people or appointed by elected officers, after concurrence with the Chair of the Oversight Committee and the County Board Chair. 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 employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Reviews all recommendations for disciplinary suspensions and discharge of all employees.