

**RESOLUTION NO.21- \_\_\_\_**

A Resolution Creating an Assistant to the County Administrator Position.

WHEREAS there is a need for an additional staff support in the Administrator’s due to an increased need for information processing, supporting strategic goals and responding to administrative concerns and requests, and

WHEREAS the Administrator Transition Committee made recommendation to the Finance and Personnel Committee to allocation of a 20-hour Assistant Administrator position to the County Administrator, with funding gained by reduction in the Highway Clerk position to half-time, pending agreeableness with the Highway Commissioner, and

WHEREAS the Finance and Personnel Committee has carefully considered this proposal, and is recommending to the Richland County Board to create the position of Administrative Assistant for the County Administrator for 40 hrs/wk and to add the position as soon as possible keep Highway Clerk Position at the same pay grade and to reduce the hours to 20 hrs/wk effective Jan 1, 2022 and to use the savings to help fund the Administrative Assistant position, and

WHEREAS the County Administrator has given guidance to the Interim Highway Commissioner to proceed with preparing a preliminary budget with the Highway Clerk position reduced to 20 hours.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for creating one new Assistant to the County Administrator position in the Administrator’s Office, hourly at 40 hours per week, with this position to be at Grade H in the County’s Wage Plan (hourly probationary rate: \$ 20.68; hourly after-probation rate: \$21.15), and

BE IT FURTHER RESOLVED that the job description for this position which is on file in the County Administrator’s office, and

BE IT FURTHER RESOLVED that the title of this new position is hereby added to the “Staff Authorization Table” section of the Classification, Compensation and Staff Authorization policy, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE  
FINANCE AND PERSONNEL COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION

FOR AGAINST

DEREK S. KALISH  
COUNTY CLERK

SHAUN MURPHY-LOPEZ	X
DAVID TURK	X
MELISSA LUCK	X
MARTY BREWER	X
LINDA GENTES	X
MARC COUEY	X
DONALD SEEP	X

DATED: JULY 20, 2021