

Richland County Committee

Agenda Item Cover

Agenda Item Name: Title Change of Deputy Clerk / Accounts Payable Specialist

Department	Administration	Presented By:	Administrator
Date of Meeting:	May 4 th , 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure E
Date submitted:	April 22 nd , 2021	Referred by:	Administrator Transition
Action needed by no later than (date)	N/A	Resolution	N/A , <u>prepared</u> , reviewed

Recommendation and/or action language:

Motion to ...approve changes in the Richland County Handbook, Wages Schedule reflecting the name change to Deputy Clerk / Accounts Payable Specialist.

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

The following action was taken by the Administer

Administrator Transition Committee took the following action in their May 19th 2021 meeting: 8. *Further Review of Statewide County Clerk Staffing Levels, Discussion and Possible Action on County Clerk Deputy Position. — Motion to recommend to Finance & Personnel Committee that the position of Accounts Payable Specialist currently under the supervision of the County Clerk and filled by Ms. Amy Louis, remain in that office indefinitely. This is the position allocated to the County Clerk that can be deputized if they desire. The County Administrator should work with the County Clerk to re-write the job description to include all accounts payable specialist duties as well as any additional deputy clerk duties and title desired by the Clerk. The County Administrator will review this position with the County Clerk in 6-month and report on the effectiveness of this arrangement.*

The attached position description was reviewed by Clerk Kalish (incoming) and former Accounts Payable Specialist, Amy Louis.

Attachments and References:

Position Description	Resolution - Drafted
Letter to Clerk – Position Description Approval	

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)

Position is budgeted. No financial changes.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)