

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.