

- 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:

Position Title: Maintenance Supervisor

Date: December 2015

Department: Courthouse Maintenance

Pay Grade: 18, CH wage scale

Flsa: non-exempt

Hours/Week: 35

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.