

**Richland County Administrative Transition Committee**

**Agenda Item Cover**

**Agenda Item Name:** Agenda Item Discussion with Administrator Langreck on Administrative Support Staff

<b>Department</b>	Administration	<b>Presented By:</b>	Melissa Luck/Clinton Langreck
<b>Date of Meeting:</b>	April 9, 2021	<b>Action Needed:</b>	Vote on a Motion
<b>Disclosure:</b>	Open	<b>Authority:</b>	Committee Structure page 6E
<b>Date submitted:</b>	April 9, 2021	<b>Referred by:</b>	

**Recommendation and/or action language:**

Motion to recommend to Finance and Personnel committee that the County Administrator needs a full-time Administrative Assistant. Creation and funding of the position will be evaluated during the 2022 budget development process.

**Background:**

It has become abundantly clear that the current work load of the County Administrator exceeds the capacity for a single person. The County Administrator would like to evaluate options for the creation of the position of Administrative Assistant during the budget development process in the next few months.

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**Attachments and References:**

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**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:**

**Review:**

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Department Head

Administrator, or Elected Office (if applicable)

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