

Job Description	Major Accomplishments (March 2021 – February 2022)	Major Goals (March 2022 – February 2023)
1. Meeting Attendance & County Board Relations.		
A. Attends all meetings of the County Board, except when excused by the County Board Chair or the County Board, and advises and recommends courses of action to the Board as it pertains to matters of County interest.	In this rating period I met the following: A) attended all (12/12) County Board Meetings offering advice when asked or when explanation is warranted, B) assisted the Clerk with helping consolidating and reviewing items (a majority of this load is carried by the Clerk) and also changed our resolution preparation and legal review process following the replacement of corporation counsel, C) Gave oral reports on significant events and meetings at County Board Meetings, D) – often handled directly through department heads and staff; yet to have a firm footing on all existing resolutions and ordinances E) Routinely attended: Rules and Resolutions, Finance and Personnel, Property Buildings and Grounds, Strategic Planning, UW Campus, Tri-County Airport Commission, Veterans Service Commission, others as requested by the chair F) Typically communicating with Finance and Personnel and directly to staff on changes and requirements	A) Continue attendance at all <u>County Board</u> meetings.
B. Supports the County Board by assisting with the preparation of the agendas, minutes of the meeting, and all resolutions and ordinances to be presented to the Board.		B) <u>W</u> ork with Clerk Kalish and the County Board Chair on revising our county board resolutions and minutes into a more manageable and summarized display.
C. Provides the Board with data regarding County programs and activities, and makes regular reports to the Board.		C) <u>D</u> evelop and release <u>quarterly</u> written reports that track projects, administrative actions, decisions, and significant meetings
D. Sees that all orders, ordinances, resolutions, and regulations adopted by the County Board are faithfully executed.		D) <u>S</u> upport Clerk Kalish in digitizing and codifying the code of ordinance.
E. Attends and participates in committee meetings as deemed necessary or requested by committee chairs.		E) <u>S</u> chedule appropriately to ensure an appearance at every committee meeting.
F. Monitors, reviews and keeps the County Board fully informed of any federal and state administrative, legislative and judicial developments which may affect or impact the County. Solicits the Board's position, drafts responses, recommends amendments, and supports said legislation. May represent the County at state legislative meetings or hearings, or engage in lobbying efforts, on behalf of the county.		F) <u>I</u> nclude these changes and requirements to the intended routine <u>quarterly</u> report.
2. Administrative Duties.		
A. Appoints and supervises all Department Heads of the County, except those elected by the people. Supervises, coordinates, and directs all administrative and management functions of the County’s departments and agencies under direct jurisdiction or fiscal control of the County Board, including requiring the periodic submission of organizational charts and departmental activity reports and conducting regular meetings with department heads. Oversees the day-to-day operations of all County government functions ensuring effectiveness and efficiency.	A) Appointed/ Hired a Highway commissioner, and child support director this rating period; reorganized the HR and Finance functions from the Clerk’s control to the Administrator through the Administrative Transition Committee; subsequently helped manage transition of a new County Clerk and appointed the new Clerk as a part-time finance officer; helped manage the transition of a new County Treasurer; conducted monthly department head meetings; B) reviewed and provided guidance on weekly payroll issues and decisions, employment policy matters, budget and expenditure related decisions; minimal formal department head performance appraisal, C) Oversaw revision of the Employee Handbook, addendums and the Administrative Manual (strategic goal). D) Worked with the county board chair and supervisory committees to bring appointments to the County Board through the Committee on Committees. E)	A) <u>C</u> omplete annual evaluations on all appointed department heads <u>by June 30th</u> .
B. Responsible for the overall direction, coordination, and evaluation of the County Administrator’s Office. Carries out supervisory responsibilities in accordance with the County’s policies and other applicable laws. Responsibilities include		B) <u>E</u> xplore the merger of Land Conservation and Zoning Departments to help promote efficiencies and effective services (anticipating Nov 2022); <u>s</u> tand-up HR and Finance groups to help trouble shoots issues and promote communication and continuity; <u>g</u> et more involved in department operations and an understanding or the mechanics and requirements. C) <u>D</u> evelop Finance and Purchasing Policy in the next rating period (include general ledger definitions, budgeting responsibility, bidding process, purchasing cards, etc.). D) <u>T</u> ake on more appointments as established by statute.

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interviewing, hiring, and training Department Heads (who are not elected by the people); planning, assigning, and directing work; appraising performance; rewarding and disciplining Department Heads (who are not elected by the people); addressing complaints and resolving problems. Reviews all recommendations for disciplinary suspensions and discharge of all employees.	facilitated Union Negotiations for our WPPA 2022-2024 collective bargaining agreement.	E) W ork with union on possible adjustment to established compensations in light of unforeseen inflation and potential changes in paid time off; t he next negotiations will not be until 2023; consider adding John Anderson into the mix more with labor issues .
C. Researches and recommends the establishment and modification of County policies, and interprets and advises Department Heads concerning board policies, directives and expectations. Ensures the policies and programs adopted by the County Board are effectively carried out.	F) I will be withholding a fill on the Veterans Benefits Specialist Position. G) currently planning a long-term financial plan and capital improvement plan. H) Current projects are communicated by frequent reports, current priority is focused on Orientation program for supervisors, Capital Improvement program, long-term financial plan, a control plan, service card /purchasing card program, administrator the ARPA Early Childhood Grant, and implementing a 2023 payroll withholding, *Emergency Radio/Tower Bonding project	F) N ot refilling one of the Clerical Positions of Land Con or Zoning after their merger; a dditional positions will likely be placed in a “no rehire” as we build the financial plan.
D. Appoints the members of all Boards and Commissions, subject to the confirmation of the County Board. Coordinates and actively participates in the selection and appointment process for the committees of the County Board.		G) D eliver recommendations on a financial plan and capital improvement plan as critical assessment of non-mandated functions according to criteria established through the anticipated strategic plan.
E. Acts as a resource for all union negotiations, and actively participates in the development of the County’s negotiation strategy.		H) C urrent arising projects in priority = transition of Ambulance out of the building.
F. In coordination with the oversight committees and department heads reviews and determines whether vacant positions should be filled.		
G. Directs the preparation of all reports, studies, and research as the Board may require concerning operations of the County; prepares plans and programs for the Board’s consideration in anticipation of future needs.		
H. Reviews and signs all contracts for goods and services after review by the Corporation Counsel and department head. Approves all intergovernmental contracts and rental or lease contracts on behalf of the County.		
I. Manages a wide variety of major projects and coordinates the roles of staff in the process.		
3. Strategic Planning & Organizational Improvement.		
A. Makes recommendations, assists the County Board in establishing, and advances the organizational mission, vision, values and identified County goals.	A) Recommended a Mission and Vision Statement through the Strategic Planning Committee which was initially adopted, but after a very short-while was not desired and has significantly complicated the process of adopting a Mission and Vision Statement (less learned for next time) , have facilitated and partook in all strategic planning meetings B) Working with strategic planning committee	A) F acilitate and partake in strategic planning committee reviews as well as i nitate the work plan and recommending amendments as it progresses.
B. Develops, integrates, and directs the current and long-range strategic plans for all County activities. Uses resources within the		B) Continue working with strategic planning committee in completing and refining goals and objectives.

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County to accomplish organizational goals and objectives and assists in the formulation of those goals and objectives to assure they support the County’s mission, vision and values.	in establishing goals and objectives. C) Implemented new procedure for accessing corporation counsel and developing Resolutions and Ordinances for County Board, Changes in County Board rules have put more authority and responsibility on the Administrator with blessing off on expenditures and contracts under \$10,000, D) currently assisting with the ambulance/ emergency management transition, merger of the Land Conservation and Zoning Offices.	C) <u>C</u> ontinue transitioning the administration-committee/board role from an “ask permission” meetings to, “establish policy, take action, report to committees and allow them the opportunity to change course if dissatisfied” <u>to build the</u> “policy-setter” role.	Deleted: D
C. Evaluates, on a continuing basis, the levels of service provided by County Departments and recommends the establishment and/or modification of policies, procedures, or operating standards. Recommends reorganization, improvement, or development of new functions, or abandonment of old functions, to the County Board.			Deleted: intended to c
D. Takes the initiative to propose to the County Board such actions as will contribute to the efficiency, productivity, and overall improvement of County operations.			Deleted: .
4. Budget Preparation and Execution.			Deleted: B
A. Responsible for the preparation and submission of the annual budget and capital improvement program to the County Board.	A) Successful in developing an accepted and adopted 2022 budget, however this budget was based on the use of existing fund balance and will put the county in a more challenging situation for 2021, currently developing a capital improvement program, B) refined the budgeting process with F+P committee with reporting on timelines, guidance language, priorities, and provided financial options to deviate from the Administrator’s recommendation, attended all F+P meetings, C) attempts to monitor and control expenditures through authorities under chapter 14 of the county board rules, monitoring expenditure reports and efforts to manage available funds to meet unforeseen expenditure needs, there is room for continued refinement and improvement on this function	A) Work <u>on</u> a 2023 budget with extended financial planning that reaches a balanced revenue/expenditure projection; <u>look to</u> incorporate a capital improvement program into the long-term planning and financial management. B) <u>C</u> ontinue refinement of the budget process and incorporate more long-range projections to shape annual decisions, <u>create one budget “book/pdf” so all information is in one location</u>	Deleted: ing
B. Establishes, with the Finance and Personnel Committee procedures, format, and priorities desired in the preparation of the budget. Conducts and schedules budget hearings and meetings on budget requests with the Finance and Personnel Committee. Attends budget meetings and makes recommendations on said budgets.		C) <u>D</u> evelopment, adopt and implement a finance policy <u>to help ensure</u> budget control and monitoring budget performance.	Deleted: ,
C. Executes the adopted budget, ensuring that all expenditures of County funds are made in strict compliance; reviews all departmental and agency requests or adjustments transfers of budgeted funds with the Finance and Personnel Committee, and the board as necessary			Deleted: ing
5. Financial Reports and Planning. <i>In cooperation with the Finance and Personnel Committee</i>			Deleted: ,
A. Makes regular reports to the Board, keeping the Board fully advised as to the financial condition of the County and its future financial needs. Recommends such matters to them for their consideration as deemed necessary or advisable for administration and coordination of County functions.	A) makes reports at meetings, but often are oral. Most reports are to the Finance and Personnel Committee, however I did deliver a “Condition of the County” report in conjunction with the 2022 budget, as per Wis Stat. 59.18(5), my relationship remains more tied to Finance and Personnel Committee (as a representative body of most policy and financial items) then directly to the County Board, B) responsible for these, but examination on a daily basis is delegated to staff, C) I do not invest time dedicated specifically to searching out grants, I do relay information provided through WCA or other organizational meetings/information sources as appropriate, D) executed a “note” borrowing for capital improvements of \$1,050,000 through our Municipal Advisor	A) <u>Connect the Board to already available resources</u>	Deleted: c
B. Directs the examination of all accounts, records and operations of the County, which receive moneys from the County Board.		B) <u>G</u> ain more examination and oversight through refined reports, policy and continued assistance from the accounting supervisor as the continue their professional development.	Deleted: future d
C. Maintains and provides affected departments with current information on availability of funds and procedures to apply for		C) <u>R</u> esearch grant tracking with fellow administrators of WCA, <u>and have others follow up with writing grants</u>	Deleted: ion
	D) <u>P</u> reparing for a G.O. Bonding for the Radio/Tower project and potential additional short-term “note” borrowing through our Municipal Advisor		Deleted: ation of
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federal and state grant programs and assists in application for and procurement of such grants.		
D. Develops bonding projects for the County and makes subsequent recommendations for the County Board.		
6. Human Resources		
A. Administers the County’s Handbook of Personnel Policies and Work Rules	A) oversaw revisions to the handbook, addendums, and admin manual, B) mostly delegated through staff, C) yes, last termination issued was 01 March 2022, I have been involved with multiple terminations this period including those at the Highway and Sheriff’s Departments, D) this remains very decentralized and delegated out to departments,	A) Continue to review,
B. Administers the County’s employee fringe benefits programs		B) Develop increased PTO, evaluate health insurance provider,
C. Reviews all recommendations for disciplinary suspensions or discharges		C) Continue reviewing recommendations
D. Develops hiring policies and monitors hiring practices and decisions to ensure that consistent and sound personnel policies are followed.		D) Develop hiring and termination procedure,
7. Property Management.		
A. Monitors the care and custody of all buildings, grounds and property of the County, and ensures that an accurate inventory of said property is maintained.	A) more heavily involved in monitoring the monitoring the courthouse and UW campus buildings; monitoring is delegated for: Symons, Fair, HHS, Pine Valley, Airport, highway, new ambulance garage and parks, B) working with consultant on closing out the multi-roof project: HHS, Symons and several campus buildings, and have planned the re-roofing of the historic courthouse in the summer of 2022 a full “plan” has not been delivered, C) participated in the new ambulance/emergency management building planning and review of plans	A) Develop and implement anticipated changes,
B. Directs the preparation of plans for the management of County properties and for the construction and alteration of physical facilities needed to render County services properly, said plans to be submitted to the Board, recommending the priority of projects.		B) Develop full capital improvement program plan,
C. Coordinates, with the appropriate committee, the preparation of architectural plans for County buildings and their construction, and allocates space to County departments and agencies.		C) Work with multiple departments on the renovation of existing ambulance/emergency management spaces after they move into their new building, propose a new space plan for the court house to the Property Committee D) Investigate potential use of East Hall
8. Community & Intergovernmental Relations.		
A. Initiates contact with other state and local governmental agencies, to recognize policy shifts, resolve developing conflicts, identify opportunities for cooperation, explore and evaluate potential operational efficiencies and cost savings.	A) I attend WCA weekly leadership meetings (virtual), and I coordinate for regional administrator meetings on a quarterly basis (Sauk, Vernon and Iowa), I have weekly conversations with either the City Administrator or Mayor, B) serve on the RED board partnered with the City, D) handled multiple county complaints, timely may always be called to question E) Yes, I feel I did this to the best of my ability in this rating period.	A) Attend a “Northern County” administrator group on Monday mornings prior to WCA meetings, hold monthly meetings between the City Mayor and Administrator and County Administrator and Chair, Work with Sheboygan County on exploring the “medical services” exemption to the tax levy,
B. Invites other local units of government to cooperate with the County through the establishment of task forces, conference committees, and other similar arrangements.		B) Approach the City of Spring Green and Lone Rock with notification of the County’s intentions to eventually relinquish ownership of the Airport, (this date will likely be out a ways with the new federal grant money arriving for the ditch)
C. Handles the public relations affairs of the County and the County Board. Serves as the chief administrative spokesperson for		

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the County, which role is to be coordinated with the County Board Chair, who acts as the chief elected spokesperson.		<u>C) Work with the Board Chair to have minimum quarterly appearances on the WRCO Morning Show and/or in other media</u>
D. Maintains good community relations, including ensuring timely investigation and response to citizen complaints and inquiries.		
E. Maintains positive, professional, and business-like working relationships with the community and other units of government.		
<i>It is unlikely an employee will perform all the duties listed, nor is the list exhaustive in the sense it covers all the duties an employee may be required to perform. The examples are merely indicative, not restrictive. No provision of this position description is intended to vest any duty, or grant any authority which is vested by law in any other County Officer, Commission, Committee, or Board.</i>	Please reference the F+P folder to reference progress on strategic goals and priority initiatives	