



**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR COMMITTEE**  
**County Office Building**  
**County Board Rooms 209-210**  
**Monday, May 15, 2017 ~ 5:30p.m.**

**MEETING AGENDA**

- 1. Call to Order**
- 2. Roll Call:** Matthew Prochaska, John Purcell, Lynn Cullick (Chair), Judy Gilmour (Vice Chair), Bob Davidson
- 3. Approval of Agenda**
- 4. Approval of Minutes from April 25, 2017 Meeting**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
  - *County Administrator and Deputy Administrator Job Descriptions*
  - *Organizational Chart*
  - *Board Room Reorganization*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HUMAN RESOURCES COMMITTEE OF THE WHOLE**  
**Meeting Minutes**  
**Tuesday, April 25, 2017**

**CALL TO ORDER**

Admin HR Committee Chair Lynn Cullick called the meeting to order at 5:31p.m.

**ROLL CALL**

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Matthew Prochaska	Here		
Lynn Cullick	Here		
Bob Davidson		5:43p.m.	
John Purcell		5:32p.m.	8:03p.m.
Scott Gryder	Present		8:23p.m.
Elizabeth Flowers	Present		
Audra Hendrix	Present		
Tony Giles	Absent		
Matt Kellogg	Absent		

**With eight members present a quorum was established to conduct committee business.**

Staff Present: Jill Ferko, Bob Jones, Jeff Wilkins, Andrez Beltran

Guests Present: Mike Neuenkirchen, Jim Pajauskas, Rich Ryan

**APPROVAL OF AGENDA with an Executive Session added after the approval of minutes.**

Motion: Member Hendrix  
 Second: Member Gryder  
**RESULT: Approved with a Unanimous Voice Vote**

**APPROVAL OF MINUTES from April 3, 2017**

Motion: Member Hendrix  
 Second: Member Flowers  
**RESULT: Approved with a Unanimous Voice Vote**

**EXECUTIVE SESSION # 1 – Member Cullick made a motion to go into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body 5ILCS 120/2 (1), second by Member Gilmour.**

Roll Call: Member Gilmour – yes, Member Prochaska – aye, Member Purcell – yes, Member Cullick – yes, Member Gryder – aye, Member Hendrix – aye, Member Flowers – aye

With eight members present voting aye, the committee entered into Executive Session at 5:35p.m. The committee reconvened in Open Session at 5:52p.m.

**WINE SERGI UPDATE** – Rich Ryan updated the Committee on a recap of exposure update developments on Building Values, Autos, Payroll, Equipment, IT Computer, Claim Review Summaries on all Property, Auto, General Liability, Workers Compensation, Law Enforcement and Public Official coverages. Mr. Ryan also said they conducted a remarketing of the Kendall County program with various insurance companies with Public Entity experience, completed supplemental applications for each carrier, specific to the Jail, health Department Programs, Highway Department, Sheriff's Office, Forest Preserve District and Veterans Assistance Commission. Wine Sergi also completed a final review of claim reserves prior to submitting to all carriers, presented proposal summaries to the Admin HR Committee after review of all proposals received.

**CBIZ UPDATE** – Mr. Pajauskas said he will provide a recap of the County's first quarter with United Healthcare at the May meeting.

Jim Pajauskas reported that CBIZ is happy to allow employee Jody Crable to assist County employees with benefit questions during the transition.

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS** – No report

## **COMMITTEE BUSINESS**

- *Resolution Authorizing Application for Financial Assistance from the Regional Transportation Authority under Section 5310 of the Federal Transit Act* – Andrez Beltran reported that this will be the third time that Kendall County will be applying for RTA funds through this federal grant. This grant is specifically earmarked for those with disabilities and for senior citizens. Mr. Beltran stated that the local match money will be stretched further by receipt of matching state funds.

Mike Neuenkirchen stated that they are looking to maximize existing grant opportunities that will allow K.A.T. to provide more service without tapping local tax resources. Mr. Neuenkirchen stated that ridership is up approximately twelve percent, and the addition of ridership for the Association of Individual Development (A.I.D.) program out of Aurora, going to their Sugar Grove campus, has contributed to that increase. Mr. Neuenkirchen said that eighty-two percent of their ridership is for medical appointments and employment travel. They expect to receive these funds sometime in 2018.

Member Prochaska made a motion to forward to the County Board for approval, second by Member Gryder. With all members present voting aye, the motion carried.

- *Approve County Administrator Job Description* – Member Gilmour made a motion to forward the County Administrator Job Description for approval, second by Member Gryder.

Discussion on the organizational chart and chain of command for this position, disciplinary procedures, the employee handbook, education requirements/preferences and legal review by the State's Attorney's Office.

Member Prochaska made a motion to amend the job description under III. E. Qualifications to read "A minimum of Bachelor's Degree and Master's Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting or related field, or equivalent work experience is preferred", second by Member Purcell.

Roll Call for the Amendment to the County Administrator Job Description: Member Flowers – aye, Member Davidson – yes, Member Prochaska – yes, Member Gryder – yes, Member Gilmour – no, Member Cullick – yes, Member Purcell – yes, Member Hendrix – no. **The Amendment passed with Members Flowers, Davidson, Prochaska, Gryder, Cullick and Purcell voting aye, and Members Gilmour and Hendrix voting nay.**

Roll Call for Approval of Job Description including the new language: Member Hendrix – yes, Member Purcell – aye, Member Cullick – yes, Member Gilmour – yes, Member Gryder – yes, Member Davidson – yes, Member Prochaska – yes, Member Flowers – aye. **The motion to forward the County Administrator Job Description to the County Board for approval passed with an 8-0 vote.**

- *HR Audit Discussion and Review* – Jeff Wilkins provided a memorandum to the committee regarding the HR functions and Board priorities. Mr. Wilkins stated that each position in the Administration and Planning, Building and Zoning departments are unique essential functions across a broad scope of work and are not routine day to day. Mr. Wilkins also stated that the allows him limited opportunity to train personnel to back-up the essential functions for each unique position.

Mr. Wilkins stated that he met with County Treasurer Jill Ferko to discuss transitioning the benefit responsibilities of enrollment, changes, and billing for health, dental, vision, life, HAS, FSA, COBRA and retirees to the Treasurer's Office. Mr. Wilkins emphasized there is still need to have someone in Administration to assume the other HR responsibilities of Risk Management: workers comp claims, property claims, liability claims, property and inventory, and resolving billing issues.

County Treasurer Jill Ferko stated that she feels it would be a positive transition to move benefits to the Treasurer's Office, and that along with herself, the Chief Deputy Treasurer, and two Deputy Treasurer's will be trained by CBIZ next week. Ms. Ferko stated that her office already handles the supplemental life insurance, Legal Shield, IMRF and AFLAC benefits, enrollment and maintenance. Ms. Ferko stressed the importance of cross-training and back-up for every position in her office to ensure that business is continuous and uninterrupted even in the event of employee change or transition.

Ms. Ferko was ninety-eight percent sure that she would not need to hire anyone to fulfill these responsibilities this year, but Treasurer staff will track the hours that are spent on these responsibilities, and Ms. Ferko will evaluate for next year's budget. A member of Ms. Ferko's staff will attend the Admin HR meetings and provide reports as needed each month.

Further discussion on the need for restructuring in the Administration Office and how to keep the County functioning most efficiently, division of the office responsibilities, the knowledge and skill set of office personnel to assume the HR responsibilities, transfer of Liquor Licensing functions to the County Clerk's Office, personnel job responsibility reassignment within the department, the Board's priorities for possibly creating a deputy County Administrator position for Admin HR component and back-up for personnel issues.

**The committee directed Mr. Wilkins to immediately have all calls and emails for the former Human Resources Coordinator transferred to him for filtering and action.**

- *Employee Handbook Update* – Item tabled to a future meeting.

**EXECUTIVE SESSION # 2** – Member Cullick made a motion to go into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body 5ILCS 120/2 (1), second by Member Gilmour.

Roll Call: Member Gilmour – yes, Member Prochaska – aye, Member Purcell – yes, Member Cullick – yes, Member Gryder – aye, Member Hendrix – aye, Member Flowers – aye

With eight members present voting aye, the committee entered into Executive Session at 7:42p.m. The committee reconvened in Open Session at 8:31p.m.

**ITEMS FOR COMMITTEE OF THE WHOLE** - None

#### **ACTION ITEMS FOR COUNTY BOARD**

- *Approve Resolution Authorizing Application for Financial Assistance from the Regional Transportation Authority under Section 5310 of the Federal Transit Act*
- *Approve County Administrator Job Description*

**PUBLIC COMMENT** – None

#### **ADJOURNMENT**

Motion: Member Davidson  
Second: Member Flowers  
**RESULT: Approved with a Unanimous Voice Vote**

This meeting was adjourned at 8:36p.m.

Respectfully Submitted,

Valarie McClain  
Recording Secretary

## Kendall County Job Description

**TITLE:** County Administrator  
**DEPARTMENT:** Administrative Services  
**REPORTS TO:** Kendall County Board  
**FLSA STATUS:** Exempt  
**APPROVED:** May 2, 2017

### I. Position Summary:

The County Administrator manages and provides oversight of Kendall County department heads and serves as the department head who is primarily responsible for the management of all matters pertaining to the Kendall County Administrative Services office. The County Administrator acts as the Kendall County Board's liaison regarding the coordination and management of policy initiatives, operational issues and strategic plan within the daily operations of Kendall County ("County"). The Kendall County Board Chairperson ("Chairperson") and the Kendall County Board ("County Board") provide administrative direction to the County Administrator.

### II. Essential Duties and Responsibilities:

- A. Primary duty is to manage the Kendall County Administrative Services Office in accordance with the County's organizational policies, goals and budget parameters.
- B. At the direction of the County Board, serves as "acting" department head, on an interim basis, for the applicable County department in the event the department head is unable to fulfill his/her essential job duties and, on an interim basis, performs all of the essential job duties set forth in the applicable department head's job description.
- C. Customarily and regularly directs the work of at least two or more full-time employees.
- D. Customarily and regularly performs management duties in the Kendall County Administrative Services Office including, but not limited to, the following:
  - Interviewing, selecting and training all employees in the Administrative Services Office;
  - Setting and adjusting employees' hours of work;
  - Setting and adjusting employees' rates of pay (within pre-approved budget parameters);
  - Maintaining production and operations records for use in supervision and control of the Administrative Services Office;
  - Conducting regular performance evaluations of all employees in the Administrative Services Office;
  - Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
  - Handling both internal and external complaints and grievances related to the Administrative Services Office;
  - Disciplining employees;
  - Apportioning the work among employees assigned to Administrative Services Office;
  - Providing for the safety and security of the employees and County property;
  - Makes all final decisions regarding the hiring, firing, advancement, promotion, job descriptions, and any other changes of status for all employees in the Administrative Services Office.
- E. Customarily and regularly supervises and supports assigned County department heads by performing management duties including, but not limited to, the following:

## Kendall County Job Description

- Interviewing and providing recommendation for final department head candidate(s) for assigned County Departments, which recommendations are given particular weight by the County Board;
  - Setting and adjusting department heads' rates of pay (within pre-approved budget parameters);
  - Conducting regular performance evaluations of assigned County department heads;
  - Appraising department heads' productivity and efficiency;
  - Handling both internal and external complaints and grievances related to assigned County department heads;
  - Recommending discipline for assigned department heads to County Board;
  - Approving updates and revisions to job descriptions for employees under the supervision of assigned County department heads.
- F. Primary duties include the performance of office or non-manual work directly related to the management or general business operations of Kendall County, which duties include, but are not limited to the following:
- Preparation and submittal of the annual Countywide budget;
  - Monitors and authorizes expenditures for assigned departments and programs;
  - Oversees and administers all insurance benefit programs offered by the County including, but not limited to the County's Employee Health, Accident, Dental, and Life Insurance Programs;
  - Oversees and administers the County's risk management by performing duties including, but not limited risk management planning, risk management policy development and administration, and safety and liability insurance activities;
  - Oversees and administers the County's liability and property insurance programs and ensures that all County property and functions have adequate insurance coverage;
  - Supervises staff responsible for the administration of the County's Revolving Loan Fund and other economic development activities;
  - Supports the County's Emergency Management Systems in preparedness response and recovery efforts;
  - Preserve the confidentiality and security of confidential information including information that may be protected under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and information relating to all functions of Administrative Services, the Kendall County Board and its committees;
  - As assigned, monitor contracts and agreements for compliance;
  - Supervises staff responsible for the efficient operation of the mailing facility of the Kendall County Office Building;
  - Supervises staff responsible for grant administration for Kendall Area Transit operations.
- G. Acts as the Chairperson's and the County Board's liaison regarding the coordination and management of policy initiatives, operational issues and strategic plan within the daily operations of the County by performing duties including, but not limited to the following:
- Provide administrative support and research assistance to the County Board;
  - Attend meetings of the County Board, Committee-of-the-Whole, Human Resources and Administrative Committee, Budget and Finance Committee, Economic Development Committee, and other County Board committees, as needed, both during and after regular work hours;
  - Supervise staff responsible for preparation of County Board committee agendas and minutes;
  - Work with all department heads and the Budget Committee to assure that the annual

## Kendall County Job Description

- budget is properly and timely presented to the County Board for adoption;
- Coordinate with outside auditor to assure the annual audited financial statements are presented to the County Board;
- Coordinate the auditor selection process, as directed by the County Board;
- Coordinate with outside financial advisor(s) approved by the County Board regarding the issuance and refinancing of bonds;
- Oversee and communicate the status of pertinent issues and projects to the Chairperson and the County Board;
- Coordinate research and acts as lead for special projects as assigned by the Board Chairperson and/or County Board;
- Furnish the Chairperson and the County Board with accurate and timely information that is necessary for the County Board to exercise its statutory powers and duties. Represent the County Board on intergovernmental commissions, boards, committees and working groups, as designated by the County Board. Serve as a primary contact and direct liaison, on behalf of the County, for municipalities, townships, and other governmental entities and groups;
- Prepare and issue news releases to media.

H. Provides administrative support to the Kendall County Liquor Commissioner in processing license applications, renewals, and ordinance revisions.

I. Serves as a primary contact and representative for collective bargaining issues.

J. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, HIPAA, and the Illinois Local Records Act.

K. Complies with all applicable policies and procedures regarding or relating to assigned job duties.

L. Maintains availability outside work hours to respond to emergencies.

M. Maintains regular attendance and punctuality.

N. Travel to and from meetings, training, conferences, and other County office locations to perform job duties;

O. Performs other duties, as required or assigned.

### III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

#### A. LANGUAGE SKILLS:

- Ability to research, read, and interpret documents and simple instructions;
- Ability to prepare documents, reports, and correspondence;
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected officials in both a one-on-one and group settings;
- Requires good knowledge of the English language, spelling and grammar;
- Strong oral and written presentation skills;



## Kendall County Job Description

### **B. MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs;

### **C. REASONING ABILITY:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form;
- Ability to deal with problems involving several concrete variables in standardized situations;

### **D. OTHER SKILLS, KNOWLEDGE AND ABILITIES:**

While performing the duties of this job, the employee is frequently required to:

- Strong organization skills;
- Excellent prioritization skills and the ability to meet deadlines;
- The ability to display a positive, cooperative, professional and team orientated attitude;
- The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, local elected officials, and retirees;
- The ability to follow guidance and work independently until project completion;
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint;
- Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems;
- Requires skill in operating a personal computer, facsimile machine, copier;
- Comply with all county policies and procedures, and adhere to set standards;
- Must be a team player committed to working in a quality environment.

### **E. EDUCATION AND EXPERIENCE:**

- A minimum of a Bachelor's Degree and Master's Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting, or related fields, or equivalent work experience is required.
- A minimum of seven years of increasing responsible professional experience in public or business administration, including at least four years in a management position, is required.

### **F. CERTIFICATES, LICENSES, REGISTRATIONS:**

- Current and valid Driver's License is required;
- Any and all other certificates and registrations as required for the specific duties performed.

## **IV. Physical Demands:**

While performing the duties of this job, the employee must be able to:

- Frequently sit for hours at a desk or in meetings;
- Occasionally lift and/or move up to 40 pounds; frequently lift and/or move up to 10 pounds;
- Use hands and fingers to finger, handle, type, write, and feel;
- Reach, push and pull with one and/or both hands and arms;
- Talk and hear in person and via use of telephone;
- Vision abilities include close and distance vision, and ability to view computer monitors and screens;
- Occasionally walk to other County office locations;

## Kendall County Job Description

### V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Mostly inside environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties;
- The noise level in the work environment is usually quiet to moderately quiet;
- Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors, and the general public;
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

By signing my name below, I hereby affirm that I received a copy of this job description.

\_\_\_\_\_  
Employee Receipt Acknowledgement & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

cc: personnel file, employee

\_\_\_\_\_  
Date

## Kendall County Job Description

~~present budgetary information for public hearings.~~

~~H. Oversee the physical production of the budget document to meet standards set by Government Finance Officers Association.~~

~~I. Facilitate with department heads and elected officials alternative solutions to complex problems and funding requests, and~~

~~I. perform financial analysis of policies and assist in the implementation of approved policies and procedures.~~

~~J.C. Monitor special project expenditures and the progress of the capital improvement plan and associated debt issuance.~~

~~K.D. Serve Complete State-mandated training and serve as a Freedom of Information Act (FOIA) Officer, preparation, and processing of requests for Administrative Services.~~

~~L.E. Serve as the County's liaison and interact with the County's financial advisors and underwriters during the bond issuance process.~~

~~M. Compose grant applications and monitor grant funds and expenditures as needed.~~

~~N. Study fiscal impacts of changes to employee compensation and benefits.~~

~~F. Create Animal Control accounting and monthly reports.~~

~~G. Handle and maintain confidentiality of confidential matters relating to budgetary functions of Administrative Services, the Kendall County Board, and all other County committees, departments, and offices.~~

~~H. Work effectively with County personnel and local elected officials.~~

~~I. Comply with all applicable federal and state laws and regulations regarding or relating to assigned job duties including but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.~~

~~J. Comply with all applicable policies and procedures regarding or relating to assigned job duties.~~

~~K. Maintain regular attendance and punctuality.~~

~~L. Perform Assist with other duties and responsibilities as assigned by Supervisor.~~

### III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

#### A. LANGUAGE SKILLS:

- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials and department heads in both a one-on-one and group settings.
- Requires good knowledge of the English language, spelling, and grammar.
- Strong oral presentation skills.

#### B. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply advanced college algebra and statistical methods such as frequency distributions, reliability and validity tests, normal curve, analysis of variance, correlation techniques, chi-square application and sampling theory, and factor analysis to issues in public organization and public policy.

Formatted: Indent Left: 0.75", No bullets or numbering

Commented [AK13]: Does this position act as account manager for any county contracts?

Formatted: Indent Left: 0"

Formatted

Formatted

## Kendall County Job Description

- Ability to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and concrete variables.
- Ability to exercise independent judgment in gathering and analyzing complex data utilizing statistical methods and a cost center analysis.

### C. REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form;
- Ability to deal with problems involving several concrete variables in standardized situations.

### D. OTHER SKILLS, KNOWLEDGE AND ABILITIES:

While performing the duties of this job, the employee is frequently required to:

- Strong organization and multi-tasking skills;
- Excellent prioritization skills and the ability to meet deadlines;
- The ability to display a positive, cooperative, professional and team orientated attitude;
- The ability to listen, understand information and ideas, and work effectively with county personnel and elected officials;
- The ability to independently complete projects and follow guidance;
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint is required;
- Knowledge of government budgeting, forecasting, financial accounting systems and procedures, preferably knowledge of Quessical Budget Software.
- Comply with all county policies and procedures, and adhere to set standards;
- Must be a team player committed to working in a quality environment;
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.;

Commented [LJ4]: Please confirm if this position requires familiarity with any other computer programs

### E. EDUCATION AND EXPERIENCE:

- A minimum of a Bachelor's degree in Accounting, Finance, or related field, along with three years of progressive experience in finance or budgeting is required.
- A Master's degree in Accounting, Finance, or related field is preferred.
- Previous governmental budgeting experience is preferred.

Commented [AKK5]: I reorganized this to clarify it. Please make sure it is consistent with your educational/experience requirements.

### F. CERTIFICATES, LICENSES, REGISTRATIONS:

- Current and valid Driver's License is required;
- Any and all other certificates and registrations as required for the specific duties performed.

### IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Kendall County Courthouse);
- Occasionally lift and/or move up to 40 pounds;
- Frequently lift and/or move up to 10 pounds;
- Stoop, kneel, or crouch;
- Use hands to finger, handle or feel;
- Reach, push and pull with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, as well as depth perception;

## Kendall County Job Description

- Travel independently to other County office buildings and other locations in Kendall County to perform assigned job duties.

### V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Mostly inside environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties;
- The noise level in the work environment is usually quiet to moderately quiet;
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public;
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

Formatted: Indent: Left: 0"

### Language Skills:

- Ability to research, read, and interpret documents and simple instructions;
- Ability to prepare documents, reports, and correspondence;
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials and department heads in both a one-on-one and group settings;
- Requires good knowledge of the English language, spelling, and grammar;
- Strong oral presentation skills;

### Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs;
- Ability to apply advanced college algebra and statistical methods such as frequency distributions, reliability and validity tests, normal curve, analysis of variance, correlation techniques, chi square application and sampling theory, and factor analysis to issues in public organization and public policy;
- Ability to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and concrete variables;
- Ability to exercise independent judgment in gathering and analyzing complex data utilizing statistical methods and a cost center analysis;

### Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form;
- Ability to deal with problems involving several concrete variables in standardized situations;

### A. Other Skills, Knowledge and Abilities:

- The person should have strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public;
- Excellent prioritization skills and the ability to meet deadlines;
- The ability to display a positive, cooperative, professional, and team-orientated attitude;

## Kendall County Job Description

- The ability to listen, read, and understand information and ideas, and work effectively with departmental county personnel and local elected officials.
- Requires the ability to independently work to project completion and follow guidance.
- Knowledge of principles and practices of local government structure and services.
- Knowledge of government budgeting, forecasting, financial accounting systems and procedures, preferably knowledge of Quessica Budget Software.
- Proficient knowledge of MS Word, Excel, Outlook, Power Point is required.
- Ability to gather and analyze complex data utilizing statistical methods and cost center analysis as well as
- Interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and concrete variables.
- Ability to apply advanced college algebra and statistical methods such as frequency distributions, reliability and validity tests, normal curve, analysis of variance, correlation techniques, chi-square application and sampling theory, and factor analysis to issues in public organization and public policy.

### A. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies.
- Display a positive, cooperative, professional and team oriented attitude.
- Must possess excellent prioritization skills and the ability to meet deadlines.
- Maintains strict confidence of personal and proprietary information.
- Follow standards and guidelines which include, but are not limited to Illinois State Statutes, Federal regulations and directives, departmental standard operating procedures, policies established by the County Board and guidance provided by Government Finance Officers Association.

### B. Education and Experience:

- A minimum of a Bachelor's degree in Accounting, Finance, or related field, along with three years of progressive experience in finance or budgeting, is required.
- A Master's degree in Accounting, Finance, or related field is preferred, in Accounting, Finance or related field along with three years of progressive experience in a financial, budgeting.
- Previous governmental budgeting experience is preferred a plus.

### IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at a desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Kendall County Courthouse);
- Regularly use computers and other electronic equipment to perform assigned job duties;
- Occasionally lift and/or move up to 40 pounds;
- Frequently lift and/or move up to 10 pounds;
- Steep, kneel, or crouch;
- Use hands to finger, handle or feel;
- Reach, push and pull with hands and arms;
- Talk and hear in person and via use of telephone; and
- Travel independently to other County office buildings and to other locations throughout the Chicago region, to perform job duties.
- Specific vision abilities include close and distance vision, as well as depth perception.

Formatted: Indent Left: 1", Line spacing: Multiple 0.98 fl, No widow/orphan control

Commented [AKK6]: I reorganized this to clarify it. Please make sure it is consistent with your educational/experience requirements.

## Kendall County Job Description

### V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- ~~Inside. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County and the Chicago region to perform assigned job duties.~~
- ~~The noise level in the work environment is usually quiet to moderately quiet.~~
- ~~Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.~~
- ~~Employee may be required to provide his or her own transportation to travel to and from meetings, training, conferences, etc.~~
- ~~Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as needed.~~

Commented [AKKC]: This list appears to be cut and pasted, and I don't believe it accurately reflects the position. For example, the term "user" appears in the technology job descriptions to refer to "computer users." Who will this person actually interact with?

Commented [10]: Is this an essential job duty?

By signing my name below, I hereby affirm that I received a copy of this job description.

\_\_\_\_\_  
Employee Receipt Acknowledgement & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor  
cc: personnel file, employee

\_\_\_\_\_  
Date

## Kendall County Job Description

**TITLE:** Human Resources Coordinator  
**DEPARTMENT:** Administrative Services  
**SUPERVISED BY:** County Administrator  
**FLSA STATUS:** Non-Exempt  
**APPROVED:** In Process

**I. Position Summary:**

Coordinates and provides assistance in all areas of the County's human resources functions including, but not limited to, County insurance and benefits, personnel and administrative services, worker's compensation, training and development, and Human Resources Information Systems.

**I. Essential Duties and Responsibilities:**

**A. Provide assistance in the areas of personnel, insurance, and general affairs of the Administrative Services Department.**

**B. Monitor revisions to state and federal employment regulations and propose corresponding policy revisions for the County.**

**C. Attend County Board Meetings or Committee meetings, if requested, both during and after work hours.**

**D. Administer employee benefit plans and programs by performing duties including, but not limited to the following:**

- Acts as a liaison and direct contact on County's behalf with the County's employee benefit plan providers;
- Manage procedures for effective claim filing, enrollments, eligibility determinations, and reports related to all insurance transactions. Collect, update and maintain employee benefit files and enter and update all medical, dental, COBRA, Health Savings Account (HSA), Flexible Spending Account (FSA) and basic life insurance eligibility information on carrier websites;
- Informs employees of benefit changes;
- Reply to employee inquiries, questions and complaints concerning employee benefits;
- Conduct informational sessions and explain insurance coverage options to employees;
- Coordinate annual open enrollment and the County's health and wellness programs;
- Track retiree and COBRA participants, collect and process premiums, and update eligibility status;
- Maintain up to date records of employee benefit information.
- Resolves billing issues;
- Participates in benefit orientation and enrollment for new employees;
- Prepares communications regarding or relating to the County's employee benefit programs;
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.;
- Monitors and maintains the County's Employee Benefits Intranet web page.

**E. Coordinate employee recognition programs.**

Commented [AKK1]: Under this job description, this position doesn't appear to satisfy the requirements to be exempt. If you intend this position to be exempt under the administrative exemption, which appears to be the most relevant exemption, the employee's primary duties must include the exercise of discretion and independent judgment regarding matters of significance. I don't see that anywhere here. If this employee doesn't regularly exercise discretion and independent judgment regarding matters of significance, the position is not exempt under the administrative exemption.

Commented [L2R1]: As you can see, most of his job description sets forth duties that are more administrative in nature rather than managerial (e.g., "Assist with x"; "process reports"; "Coordinate y"). To be exempt, this position would need a large amount of independence in setting policies and procedures rather than simply ministerial tasks implementing what the County Administrator and County Board request. Based on the information we have to date, there is not enough evidence of this to qualify as FLSA exempt.

There is an FLSA regulation that notes: Human resources managers who formulate, interpret or implement employment policies and management consultants who study the operations of a business and propose changes in organization generally meet the duties requirements for the administrative exemption. However, personnel clerks who "screen" applicants to obtain data regarding their minimum qualifications and fitness for employment generally do not meet the duties requirements for the administrative exemption. Such personnel clerks typically will reject all applicants who do not meet minimum standards for the particular job or for employment by the company. The minimum standards are usually set by the exempt human resources manager or other company officials, and the decision to hire from the group of qualified applicants who do meet the minimum standards is similarly made by the exempt human resources manager or other company officials. Thus, when the interviewing and screening functions are performed by the human resources manager or personnel manager who makes the hiring decision or makes recommendations for hiring from the pool of qualified applicants, such duties constitute exempt work, even though routine, because this work is directly and closely related to the employee's ex... [11]

Commented [AKK3]: You will, of course, need to provide an updated approval date.

Commented [AKK4]: Assistance to who? Employees, the Administrator, third-party insurers, the Public?

Commented [ISR4]: Also, what type of assistance? Administrative assistance? Overseeing these items? Also, what do you mean by "general affairs"? This is a very vague duty, which is open to a lot of interpretation. I would suggest that you better... [2]

Commented [AKK6]: Also, you should distinguish the contexts in which this person coordinates and the context in which this person provides assistance.

Commented [I7]: What type of training? Is it limited to human resources and risk management training? Or, will this position provide training in other areas (e.g., FOIA, OMA, record retention, etc.)

Commented [AKK8]: Again, assistance to who?

Commented [I9]: Is it "department" or "office"? We've seen it both ways.

Commented [AKK10]: This is really broad, what department?

Commented [I11]: Is it just attendance? Or, will this person have to prepare minutes, too?



## Kendall County Job Description

- F. Creates and maintains Human Resources files (e.g., personnel files, benefits files, confidential files, invoices, etc.)
- G. Assists with pre-employment requisite processes (e.g., background checks, driver's license verifications for driving positions, verifications of employment, employment eligibility information, etc.).
- H. Process new liquor license applications and renewals to be submitted to the County Liquor Commission for approval and maintain records regarding the same.
- I. Administer the County's Workers Compensation and County Liability Insurance Programs by performing duties including, but not limited to the following:
- Process claims by initiating and tracking claims.
  - Respond to questions and complaints about benefits.
  - Resolves billing issues
  - Maintains up to date records of benefit claims and benefit information.
  - Acts as a liaison and direct contact on County's behalf with the County's benefit plan providers.
  - Prepares communications regarding or relating to the County's workers compensation and liability insurance programs.
- J. Prepare and process personnel action reports regarding hiring, status changes, new hires, terminations, and educational reimbursements.
- K. Update and manage leave accruals and all time keeping records.
- L. Process Family Medical Leave Act (FMLA) and other leave of absence requests and ensure compliance with all applicable state and federal statutes and regulations and all applicable County policies and procedures.
- M. Manage Employee Assistance Program, including, but not limited to developing and coordinating employee workshops and evaluating utilization of the Employee Assistance Program.
- N. Develop and create various monthly and/or annual reports pertaining to insurance, benefits, and personnel.
- O. Preserve the confidentiality and security of confidential information, including information that may be protected under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and information relating to personnel functions of Administrative Services, the Kendall County Board, and its committees.
- P. Ensure the County complies with all applicable federal and state employment and labor laws and regulations.
- Q. Comply with all applicable County policies and procedures.
- R. Maintain regular attendance and punctuality.
- S. Perform other duties, as assigned.

### III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

#### A. LANGUAGE SKILLS:

- Ability to research, read and interpret documents and simple instructions;
- Ability to prepare documents, reports, and correspondence;
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected officials in both a one-on-one and group settings;

Commented [112]: I have added several duties to this job description that, I believe based upon my prior HR audit, are performed by the HR position. However, please confirm.

Commented [AKK13]: For all County offices or just departments?

Commented [114]: Please make sure that the format for this job description is consistent with the format you have used for all other County job descriptions approved by the Board

## Kendall County Job Description

- Requires good knowledge of the English language, spelling and grammar;
- Strong oral and written presentation skills;

### B. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs;
- Ability to prepare statistical reports related to the County's human resources functions.

### C. REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form;
- Ability to deal with problems involving several concrete variables in standardized situations;
- Ability to solve problems relating to the employee's assigned job duties.

### D. OTHER SKILLS, KNOWLEDGE AND ABILITIES:

While performing the duties of this job, the employee is frequently required to:

- Strong organization skills;
- Excellent prioritization skills and the ability to meet deadlines;
- Knowledge of Human Resources terminology and computer applications;
- Knowledge of state and federal employment and labor laws, regulations, and employment practices and procedures;
- The ability to display a positive, cooperative, professional and team orientated attitude;
- The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, local elected officials, and retirees;
- The ability to follow guidance and work independently until project completion;
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint;
- Requires skill in operating a personal computer, facsimile machine, copier, and typewriter;
- Comply with all county policies and procedures, and adhere to set standards;
- Must be a team player committed to working in a quality environment.

### E. EDUCATION AND EXPERIENCE:

- A minimum of a Bachelor's Degree is required;
- A minimum of five years of experience coordinating benefit and insurance information is required;
- Experience with Human Resources Information Systems is required.

**Commented [115]:** A bachelor's degree in any particular field preferred?

**Commented [116]:** Do you want to require any prior experience in other human resources functions, too, or just benefits and insurance stuff?

**Commented [117]:** Any particular amount/years of experience required for this?

**Commented [118]:** I've seen several references to "Human Resources Information Systems". However, the County really doesn't have any specialized HR software, do they? You may want to provide specifics regarding the type of software here you are referring to by including (e.g., \_\_\_\_\_) and the name of whatever technology systems we currently use for County HR purposes.

### F. CERTIFICATES, LICENSES, REGISTRATIONS:

- SHRM or PHR and/or CEBS certification preferred.

### I. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at a desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Kendall County Courthouse);
- Occasionally lift and/or move up to 40 pounds;
- Frequently lift and/or move up to 10 pounds;
- Stoop, kneel, or crouch;
- Use hands and fingers to finger, handle, type, write, and feel;

## Kendall County Job Description

- Reach, push and pull with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, as well as depth perception;
- Travel independently to other County office locations to perform job duties.

Commented [119]: Any travel required outside of the County?

### II. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Mostly inside environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties;
- The noise level in the work environment is usually quiet to moderately quiet;
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public;
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

By signing my name below, I hereby affirm that I received a copy of this job description.

\_\_\_\_\_  
Employee Receipt Acknowledgement & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

cc: personnel file, employee

As you can see, most of his job description sets forth duties that are more administrative in nature rather than managerial (e.g., "Assist with x"; "process reports"; "Coordinate y". To be exempt, this position would need a large amount of independence in setting policies and procedures rather than simply ministerial tasks implementing what the County Administrator and County Board request. Based on the information we have to date, there is not enough evidence of this to qualify as FLSA exempt.

There is an FLSA regulation that notes:

Human resources managers who formulate, interpret or implement employment policies and management consultants who study the operations of a business and propose changes in organization generally meet the duties requirements for the administrative exemption. However, personnel clerks who "screen" applicants to obtain data regarding their minimum qualifications and fitness for employment generally do not meet the duties requirements for the administrative exemption. Such personnel clerks typically will reject all applicants who do not meet minimum standards for the particular job or for employment by the company. The minimum standards are usually set by the exempt human resources manager or other company officials, and the decision to hire from the group of qualified applicants who do meet the minimum standards is similarly made by the exempt human resources manager or other company officials. Thus, when the interviewing and screening functions are performed by the human resources manager or personnel manager who makes the hiring decision or makes recommendations for hiring from the pool of qualified applicants, such duties constitute exempt work, even though routine, because this work is directly and closely related to the employee's exempt functions.

29 CFR 541.203

Also, what type of assistance? Administrative assistance? Overseeing these items? Also, what do you mean by "general affairs"? This is a very vague duty, which is open to a lot of interpretation. I would suggest that you better define this duty. As written, this duty could be repetitive of all items below it or it could encompass anything.

## Kendall County Job Description

**TITLE:** Economic Development & Special Projects Coordinator  
**DEPARTMENT:** Administrative Services  
**SUPERVISED BY:** County Administrator  
**FLSA STATUS:** Non-Exempt  
**APPROVED:** 12/2/2014  
**DATE REVISED:** In Process

Commented [LJ1]: Will need to be updated with new revised date.

### I. Position Summary:

Responsible for the coordination of Kendall County's ("County") economic development programs and assisting the County Administrator on special administrative projects as assigned.

### II. Essential Duties and Responsibilities:

- A. Coordinate meetings and special projects with local economic development corporations, known as the Kendall Economic Development Alliance (KEDA).
- B. Coordinate Business Retention, Expansion, and Attraction activities in conjunction with KEDA partners.
- C. Update County's Economic Development webpage with news, events, relevant demographic information, economic indicators, and web portals for property search, and/or other products listing available industrial / office properties and building space.
- D. Utilize social media to promote County economic development and administrative programs.
- E. Organize economic development events including, but not limited to business resource roundtables, economic forecasts, and business legislative forums.
- F. Implement and update County's Economic Development Plan including industrial market analysis with other organizations.
- G. Coordinate County Economic Development Committee meetings by performing tasks, including, but not limited to providing monthly reports, identifying legislation regulations related to economic development, posting agendas, and drafting meeting minutes.
- H. Process applications for real estate property tax abatement program.
- I. Administer County's Revolving Loan Fund program and prepare semi-annual reports to the Department of Commerce & Economic Opportunity.
- J. Participate in regional economic development meetings, including meetings held by the Metropolitan Economic Growth Alliance (MEGA), the Chicago Metro Metals Consortium (CMMC), and the Metro Chicago Exports (MCE).
- K. Attend tradeshows, create marketing materials such as brochures, handouts, information cards, and maps, and update existing marketing tools to attract business and development to Kendall County.
- L. Track and report relevant legislation at the state level that will have an impact on County related functions.
- M. Work with Planning staff to track transportation infrastructure projects in and around the County.
- N. Serve as Program Compliance Oversight Monitor (PCOM) for the County's Kendall Area Transit program. Prepare and submit quarterly PCOM reports to the Illinois Department of Transportation.
- O. Serve as alternate for processing and maintaining all new liquor licenses for unincorporated portions of the County as well as renewal license applications.
- P. Attend County Board and County Board committee meetings, as assigned, both during and after regular business hours.
- Q. Complete State-mandated training and serve as a Freedom of Information Act Officer for Administration.

Commented [AKK2]: Corporations is plural yet you only list one organization. Do the corporations join together to make up the KEDA? If so, you should rephrase this accordingly. If there are corporations besides KEDA, they you may want to say "such as" rather than "known as"

Commented [LJ3]: Took out the word "annual" What if County decides it wants to do one of these meetings more than once a year?

Commented [AKK4]: This is unclear. What do you mean by "with other organizations"? Also, I don't understand "including industrial market analysis" Does this mean they are supposed to implement and update the industrial market analysis? How do you implement an analysis?

Commented [AKK5]: This seems a little broad. Is this individual responsible for tracking all legislation that could impact County related functions or just economic development related legislation?

Commented [AKK6]: FBZ staff, economic planning staff, facilities planning staff? Please clarify.

Commented [LJ7]: Does the County Board need to take any specific action to appoint employee as PCOM? I believe they did for one employee but don't know if they did for new hire.

Commented [AKK8]: As an alternate to who? Also, "as alternate" can lead to some ambiguity as to when that person is supposed to "step in" and fill that function I would suggest "Assist with" instead/

Commented [LJ9R6]: Also, does the County's Liquor Ordinance allow this position to perform duties as "alternate" for processing liquor licenses?

Commented [AKK10]: This language was modified to be consistent with the Administrative Assistant job description language. If you want the "preparing and processing" language, make sure you put it in both job descriptions.

## Kendall County Job Description

- R. Handles confidential matters daily relating to all functions of Administrative Services, the Kendall County Board, and its committees, and maintains confidentiality of said information.
- S. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- T. Complies with all applicable policies and procedures regarding or relating to assigned job duties.
- U. Employee may be required to provide own transportation to travel to and from meetings, training, conferences.
- V. Performs other duties as assigned.

### III. Supervisory Responsibilities.

This job has no supervisory responsibilities.

### IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

#### A. LANGUAGE SKILLS:

- Ability to research, read and interpret documents and simple instructions;
- Ability to prepare documents, reports, minutes, agendas, and correspondence;
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials in both a one-on-one and group settings;
- Requires good knowledge of the English language, spelling and grammar;
- Strong oral and written presentation skills.

#### B. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### C. REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form;
- Ability to deal with problems involving several concrete variables in standardized situations.

#### D. OTHER SKILLS, KNOWLEDGE AND ABILITIES:

While performing the duties of this job, the employee is frequently required to:

- Strong organization and multi-tasking skills;
- Excellent prioritization skills and the ability to meet deadlines;
- The ability to display a positive, cooperative, professional and team orientated attitude;
- The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials;
- The ability to follow guidance and work independently until project completion.
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint;

## Kendall County Job Description

- Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems;
- Requires skill in operating a personal computer, facsimile machine, copier, and typewriter;
- Comply with all county policies and procedures, and adhere to set standards;
- Must be a team player committed to working in a quality environment.

### E. EDUCATION AND EXPERIENCE:

- A minimum of a Bachelor's Degree from an accredited college or university is required, prefer areas of study are public management, public policy, or real estate.
- 2 years of experience in economic development preferred.
- Requires knowledge of state and federal tax incentive programs

### F. CERTIFICATES, LICENSES, REGISTRATIONS:

- Current and valid Driver's License is required;
- Any and all other certificates and registrations as required for the specific duties performed.

### III. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Kendall County Courthouse);
- Occasionally lift and/or move up to 40 pounds;
- Frequently lift and/or move up to 10 pounds;
- Stoop, kneel, or crouch;
- Use hands and fingers to finger, handle, type, write, and feel;
- Reach, push and pull with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, as well as depth perception.

### IV. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Mostly inside environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties;
- The noise level in the work environment is usually quiet to moderately quiet;
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public;
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

By signing my name below, I hereby affirm that I received a copy of this job description.

\_\_\_\_\_  
Employee Receipt Acknowledgement & Signature

\_\_\_\_\_  
Date

**Kendall County Job Description**

\_\_\_\_\_  
**Signature of Supervisor**  
cc: **personnel file, employee**

\_\_\_\_\_  
**Date**

DRAFT



## Kendall County Job Description

**TITLE:** Administrative Assistant  
**DEPARTMENT:** Administrative Services  
**SUPERVISED BY:** County Administrator  
**FLSA STATUS:** Non Exempt  
**APPROVED:** In Process

Commented [LJ1]: Needs to include approved date.

### I. Position Summary:

Provides assistance in all areas of administrative ~~Administrative services~~ ~~Services~~, including but not limited to clerical, secretarial, office management functions, and ~~project-project~~ based work that effectively organizes, coordinates, and assists the County Administrator in implementing functions, procedures, and responsibilities.

### II. Essential Duties and Responsibilities:

**A.** Serve as the administrative assistant to the County Administrator and Kendall County Board members.

Commented [LJ2]: Is driving an essential function of the job?

**A-B.** Provide administrative assistance to the County Administrator with the general affairs of the department and special assigned projects, as assigned by the County Administrator and/or County Board members.

Commented [LJ3R2]: What about attendance? Is regular attendance and punctuality an essential function of this job? If you don't include this job duty here, it may be difficult later to argue that regular attendance and punctuality are essential functions for ADA purposes

**B-C.** Answer incoming telephone calls for Administration and calls to the County Office Building's general extension, and appropriately respond to public inquiries by mail or phone.

**D.** Provide general information to the public.

Commented [LJ4]: Does this position serve only as admin assistant to County Administrator? Or, does she perform administrative duties for ALL staff working in Administrative Services? If the latter, then this will need to be updated to reflect that.

**C-E.** Complete state-mandated training and serve as Freedom of Information Act Officer for Administration, County Board, and certain departments reporting to County Administrator.

**D-F.** Coordinate administrative tasks for County Board committee meetings, including, but not limited to, typing and posting agendas; compilation-compiling and distribution-distributing of meeting packets, notifying the media-notification, communications-communicating with board members for attendance and agenda topics, and update-updating county web calendar.

Commented [AKK5]: Does this mean there are departments reporting to the County Administrator for which the Administrative Assistant wouldn't serve as FOIA Officer? If so, I suggest you identify the specific offices

**G.** Attend County Board and County Board committee meetings, as assigned, both during and after regular business hours.

**H.** Electronically record and prepare type minutes for County Board's various committee meetings; store and categorize recordings and minutes.

Commented [LJ6]: Is it just County Board committee meetings? Or, does she provide assistance for County Board meetings, too?

**F-I.** Prepare, maintain and update list of County Board's appointments to outside boards, commissions, and special districts.

**G-J.** Type, and send and file formal letters and correspondence on behalf of the County Administrator and County Board members.

**H-K.** Update various County Informational lists for public and organizational distribution.

**L.** Draft updates to certain County website pages including, but not limited to, the homepage, calendar and pages for Administration, County Board, employment, and volunteer opportunities and others.

**J-M.** Responsible for Manage all inter-office and outgoing mail functions for County Administrative Office Building.

**K-N.** Manage and record petty cash register, process administration's accounts payable claims, track invoice payments and certain contracts for budget purposes and review certain budget line items of Administration and County Board.

**L-O.** Order and manage administration office supplies and inventory.

**M-P.** Assist with the collection-collecting and presentation-presenting of data, developing reports, completing special projects, and assist in reviewing the budget-review activities.

## Kendall County Job Description

**N.Q.** Organize assigned department files and process records disposal applications to the Local Records Commission.

Commented [AKK7]: This is pretty vague, can you clarify?

**R.** ~~Coordinating~~ Coordinate special department functions.

Commented [LJ8]: This is vague. Can you clarify this, too?

**S.** Handles confidential matters daily relating to all functions of Administrative Services, the Kendall County Board and its committees and maintains confidentiality of said information. ~~Maintains strict confidence of personal and proprietary information.~~

**T.** Complies with all applicable federal and state ~~Follows laws, rules, and regulations~~ regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.

**G.U.** Complies with all applicable ~~standards, policies and procedures~~ regarding or relating to assigned job duties ~~guidelines which include, but are not limited to, State and Federal laws, rules and regulations, departmental standard operating procedures, and policies and requirements established by the Kendall County Board.~~

**P.V.** ~~Assists with~~ Perform other duties and responsibilities as assigned by Supervisor.

### III. Supervisory Responsibilities:

This job has no supervisory responsibilities.

### III-IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

#### A. LANGUAGE SKILLS:

- Ability to research, read and interpret documents and simple instructions;
- Ability to prepare documents, reports, minutes, agendas, and correspondence;
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials in both a one-on-one and group settings;
- Requires good knowledge of the English language, spelling and grammar.

Formatted

#### B. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Formatted

#### C. REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form;
- Ability to deal with problems involving several concrete variables in standardized situations.

Formatted

#### D. OTHER SKILLS, KNOWLEDGE AND ABILITIES:

While performing the duties of this job, the employee is frequently required to:

- Strong organization and multi-tasking skills;
- Excellent prioritization skills and the ability to meet deadlines;
- The ability to display a positive, cooperative, professional and team orientated attitude;
- The ability to listen, understand information and ideas, and work effectively with county personnel and elected officials;
- The ability to independently complete projects and follow guidance;
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint;

Commented [LJ9]: Please confirm if this position requires familiarity with any other computer programs.

## Kendall County Job Description

- Knowledge of office practices, principles of modern record keeping, setup and maintaining filing systems;
- May require skill in the use of Dictaphones and transcribing equipment;
- Requires skill in operating a personal computer, facsimile machine, copier, and typewriter;
- Comply with all county policies and procedures, and adhere to set standards;
- Must be a team player committed to working in a quality environment;
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.;

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Indent: Left: 1", No bullets or numbering

### E. EDUCATION AND EXPERIENCE:

- A minimum of an Associate's Degree from an accredited college or university is required;
- A minimum of at least five (5) years of experience as an Executive Secretarial or Administrative Assistant is required.

Commented [LJ10]: Please confirm if this is required or preferred. If preferred, you should also include what is minimum required (e.g., High School diploma or GED).

### F. CERTIFICATES, LICENSES, REGISTRATIONS:

- Current and valid Driver's License is required;
- Any and all other certificates and registrations as required for the specific duties performed.

Formatted: Font: 11 pt

Formatted: Font: 11 pt

### V. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Kendall County Courthouse);
- Occasionally lift and/or move up to 40 pounds;
- Frequently sit and/or move up to 10 pounds;
- Stoop, kneel, or crouch;
- Use hands to finger, handle or feel;
- Reach, push and pull with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, as well as depth perception;
- Travel independently to other County office buildings and other locations in Kendall County to perform assigned job duties.

### VI. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Mostly inside environmental conditions except when outside travelling between various buildings or locations to perform assigned job duties;
- The noise level in the work environment is usually quiet to moderately quiet;
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public;
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

Formatted: No bullets or numbering

## Kendall County Job Description

### Language Skills:

- Ability to research, read and interpret documents and simple instructions.
- Ability to prepare documents, reports, minutes, agendas, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials in both a one-on-one and group settings.
- Requires good knowledge of the English language, spelling and grammar.

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial

### Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Formatted: Font: (Default) Arial, 11 pt

### Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

### A. Skills, Knowledge and Abilities:

- The person should have strong organization and multi-tasking skills and be able to communicate effectively both orally and in writing with staff and the general public.
- Excellent prioritization skills and the ability to meet deadlines.
- The ability to display a positive, cooperative, professional and team orientated attitude.
- The ability to listen, understand information and ideas, and work effectively with county personnel and elected officials.
- Requires the ability to independently complete projects and follow guidance.
- Computer Proficient knowledge of MS Word, Excel, Outlook, Power Point.
- Knowledge of office practices, principles of modern record keeping, setup and maintaining filing systems.
- May require skill in the use of Dictaphones and transcribing equipment.
- Requires skill in operating a personal computer, facsimile machine, copier, and typewriter.

Commented [LJ1.1]: Please confirm if this position requires familiarity with any other computer programs

### B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies.
- Display a positive, cooperative, professional and team orientated attitude.
- Must possess excellent prioritization skills and the ability to meet deadlines.
- Maintains strict confidence of sensitive personnel information.
- Follow standards and guidelines which include, but are not limited to, Illinois State Statutes, Federal regulations and directives, departmental standard operating procedures, and policies established by the Kendall County Board.

### C. Education and Experience:

- A minimum of an Associate's Degree from an accredited college or university is required.
- A minimum of at least five (5) years of experience as an Executive Secretarial or Administrative Assistant is required.

Commented [LJ1.2]: Please confirm if this is required or preferred. If preferred, you should also include what is minimum required (e.g., High School diploma or GED).

## Kendall County Job Description

### IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Kendall County Courthouse);
- Occasionally lift and/or move up to 40 pounds;
- Frequently lift and/or move up to 10 pounds;
- Steep, kneel, or crouch;
- Use hands to finger, handle or feel;
- Reach, push and pull with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, as well as depth perception;
- Travel independently to other County office buildings and other locations in Kendall County to perform assigned job duties.

### V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Mostly inside environmental conditions except when outside traveling between various buildings/location in Kendall County to perform assigned job duties.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with peers, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

Commented [AK13]: This list appears to be cut and pasted, and I don't believe it accurately reflects the position. For example, the term "user" appears in the technology job descriptions to refer to "computer users." Who will this person actually interact with?

By signing my name below, I hereby affirm that I received a copy of this job description.

\_\_\_\_\_  
Employee Receipt Acknowledgement & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor  
cc: personnel file, employee

\_\_\_\_\_  
Date