



COUNTY OF KENDALL, ILLINOIS
Admin & HR Committee
County Office Building
County Board Rooms 209-210

Tuesday, June 28, 2016 ~ 5:30p.m.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Lynn Cullick (Chair), Judy Gilmour, Dan Koukol, John Purcell, John A. Shaw (Vice Chair)
- 3. Approval of Agenda**
- 4. Approval of Minutes from June 9, 2016 Meeting**
- 5. Public Comment**
- 6. Committee Business**
 - *Discussion on Email Access for Non-County Employees*
 - *Recommend Approval of Job Descriptions*
 - *Recommend Resolution Authorizing Application for FY2015 Section 5310 Grant Agreement under the Regional Transportation Authority's General Authority to Make Such Grants*
- 8. Action Items for County Board**
- 9. Public Comment**
- 10. Executive Session**
- 11. Adjournment**

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Thursday, June 9, 2016

CALL TO ORDER

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 9:00a.m.

ROLL CALL

Committee Members Present: Lynn Cullick – here, Dan Koukol - here, Judy Gilmour - here

Committee Members Absent: John A. Shaw

Member Purcell entered the meeting at 9:09a.m.

Others present: Glenn Campos, Leslie Johnson, Scott Koeppel, Jim Pajauskas

APPROVAL OF AGENDA: Member Gilmour made a motion to approve the agenda, second by Member Koukol. With all in agreement, the motion carried.

APPROVAL OF MINUTES: Member Koukol made a motion to approve the April 26, 2016 meeting minutes, second by Member Gilmour. With all in agreement, the motion carried.

MONTHLY REPORTS

- a. **CBIZ Update** – Jim Pajauskas provided an update on claims for all people covered from January – April, 2016. Some of the stats are:

HMO

- The average age increased from 44.7 to 46.3 years
- HMO membership is down -6.6%
- Paid claims for the four-month period ending 3.31.16 compared to last year's period are down -38.8%
- Paid pharmacy claims are down -38.4% for the four-month period
- Specialty pharmacy claims are down -78.8%

PPO

- The average age decreased from 44.1% to 43.9%
- Total membership is up to 5.1%
- Paid claims for the four-month ending 3-31-2016 are up 2.1%
- Paid pharmacy claims are down 5.6%
- Specialty pharmacy claims are up 13.8%

- b. **Department Heads and Elected** – Scott Koeppel reported that Technology received a request from a Township Assessor for a county email address. Mr. Koeppel's concerns were that they are not county employees, have not signed the Technology policy, and are not under any county supervision. There was consensus from the committee to have further discussion of this issue at the Committee of the Whole meeting.
- c. **County Administrator** – No report

NEW BUSINESS - None

OLD BUSINESS

- *Approve Policy for Managing Email Archive* – Scott Koeppel reminded the committee that we currently retain emails for 30 days, and that Mr. Koeppel recommends maintaining emails for 7 years. Member Purcell made a motion to forward the item to the Committee of the Whole seconded by Member Koukol. With Member Purcell voting no, and Members Cullick, Gilmour and Koukol voting yes, the motion passed with a 3-1 vote.
- *Organization Chart Discussion* – item tabled until the next meeting
- *Employee Handbook Discussion* – item tabled until the next meeting

EXECUTIVE SESSION –

ITEMS FOR COMMITTEE OF THE WHOLE

- *Discussion on Policy for Managing Email Archive*
- *Discussion of Health Insurance Plan Design Options*

ACTION ITEMS FOR COUNTY BOARD - None

PUBLIC COMMENT – Jerry Bannister, Yorkville, voiced his concerns about the County not retaining all emails, and suggested that all County emails be archived indefinitely.

ADJOURNMENT – Member Koukol moved to adjourn the meeting at 10:18a.m., Member Gilmour seconded the motion. The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary

**RESOLUTION AUTHORIZING APPLICATION FOR FINANCIAL ASSISTANCE FROM THE REGIONAL
TRANSPORTATION AUTHORITY UNDER SECTION 5310 OF THE FEDERAL TRANSIT
ACT**

WHEREAS, the Regional Transportation Authority (the "Authority"), is authorized make such grants as the designated recipient of the FFY 2017 and 2018 Section 5310 program for Northeastern Illinois; and

WHEREAS, the Authority has the power to expend funds for use in connection with FFY 2017 and 2018 Section 5310 projects, and

WHEREAS, the Authority has the power to make and execute all contracts and other instruments necessary or convenient to the exercise of its powers, and

WHEREAS, approval for said funds will impose certain financial obligations upon the recipient.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF KENDALL COUNTY:

Section 1. That KENDALL COUNTY finds that the Kendall Area Transit project is consistent with official plans for developing the community.

Section 2. That an application be made to the Regional Transit Authority for a financial assistance grant under Section 5310 for federal fiscal year 2017 and 2018, for the purpose of off-setting a portion of the Public Transportation Program operating expenses and deficits of KENDALL COUNTY

Section 3. That the County Administrator is hereby authorized and directed to execute and file an application on behalf of KENDALL COUNTY with the Regional Transportation Authority for a FFY 2017 and 2018 Section 5310 grant for Kendall Area Transit.

Section 4. That the County Administrator of KENDALL COUNTY is authorized to furnish such additional information as may be required by the Regional Transportation Authority may require in connection with this FFY 2017 and 2018 Section 5310 grant application.

Section 5. That the Kendall County Board certifies Kendall County will provide the required local match.

Section 6. That the County Administrator of KENDALL COUNTY is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for federal fiscal year 2017 and 2018.

PRESENTED and ADOPTED by the County Board, this 5th day of July 2016.

Approved:

Attest:

John A. Shaw, County Board Chairman

Debbie Gillette, County Clerk and Recorder



KENDALL COUNTY ECONOMIC DEVELOPMENT

Memorandum

To: Jeff Wilkins, County Administrator
From: Andrez Beltran, Economic Development Coordinator
Subject: RTA 5310 Application
Date: 6/28/16

Summary

The Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program (hereafter 5310) is a federal program administered by the Regional Transportation Authority (RTA) to help meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable. Over the past two years Kendall County has been granted \$92,000 per year for the Kendall Area Transit program (KAT). The request for the next two years is \$194,000 per year. No additional local funds are needed.

Background

5310 is a federal program administered by the RTA to help meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable. The area covered by the program is the six counties that comprise the RTA, plus the urbanized portions of Kendall County, Sandwich Township (DeKalb County), Somonauk Township (DeKalb County), and Aux Sable Township (Grundy County).

KAT uses 5310 funds on eligible trips in conjunction with the 5311/Downstate Operating Assistance Program (DOAP) to provide more service with the same amount of local match. 5310 provides 50% reimbursement for eligible expenses.

Appropriation

Currently, the RTA has granted \$92,000 per year over federal FY2015 and FY2016 for a total of \$184,000. For federal FY2017 and FY2018, Kendall County is applying for \$194,000 per year for a total of \$388,000.

The increase is due to the raising of federal Disadvantaged Business Enterprise requirement exemption from \$150,000 to \$250,000 of federal transit grants per year. For Kendall County, this would include 5310 and 5311 funds which under the proposed amount would total \$249,578 per year.

Service

Current unduplicated eligible users for the 5310 program are 1,719. With the additional funding, in the first year unduplicated users are expected to grow by nearly 400. In addition, non-eligible users are expected to grow by around 200.

The new revenue stream will also allow local funds to stretch further. Per the Illinois Department of Transportation (IDOT), federal funds are used first on eligible expenses. With the use of 5310 funds, the County's cost for senior and disabled trips is cut in half. With the DOAP funds covering 65% of the remainder, local funds are needed to cover just 17.5% of the expense in comparison to 35% without.

Conclusion

As always, Kendall County is still dedicated to providing the best possible service for its constituents. To that end, we will continue to work with our operator VAC to ensure a high quality product.



To: All Kendall County Board Members

Cc: Jeff Wilkins, Kendall County Administrator
Andrez Beltran, PCOM, Kendall County
Ellen Rogers, Executive Director, VAC
Paul LaLonde, Asst. Exec. Director, VAC

From: Mike Neuenkirchen, Program Director, KAT

RE: RTA 5310 Application FFY 2015

The Voluntary Action Center, in conjunction with the Office of the County Administrator, are preparing an application on behalf of the Kendall Area Transit program to secure up to \$388,000.00 in federal operating assistance administered through the Regional Transit Administration (RTA). This grant request is seeking \$194,000 per year for FY 2017 and FY 2018. As part of the process, the RTA requires the board pass a resolution that authorizes the submittal of an application for the project.

This grant, referred to as a Federal 5310 grant, offers transit operators in the RTA region the ability to receive reimbursement for the costs involved in providing transportation for seniors and individuals who are disabled.

Securing these dollars for Kendall Area Transit is crucial at this time. Additional federal funding through the RTA reduces KAT's reliance on State of Illinois funding during this period of budget instability. Further, additional revenues from multiple sources allow the KAT program to expand services to those who are most in need in our county.

This grant request is part of VAC's initiative to build additional financial support for KAT so local transit operations will have a more diversified fiscal base. VAC, for example, was recently awarded a grant through the Community Foundation of the Fox River Valley to help fund the procurement of transit planning software. Additionally, VAC is planning outreach initiatives to increase local sponsorships for KAT. In conjunction with local fundraising efforts, Federal dollars through the RTA 5310 grant help us maximize our local funding sources to help increase transit options for the KAT ridership.

If you have any questions regarding this grant application, feel free to contact me with any questions. I can be reached at 630-882-6962 or mneuenkirchen@co.kendall.il.us.

Sincerely,

Michael Neuenkirchen
Program Director
Kendall Area Transit
A Division of The Voluntary Action Center

Other Agencies with County Email Addresses

EMA – 12

Sheriff's Auxiliary – 8

EMA & Sheriff's Auxiliary - 8

Township Assessor – 5

CASA – 5

Forest Preserve - 17

KenCom – 32

KAT – 11

Merit Commission – 5

VAC - 4

Kendall County Job Description

TITLE: County Administrator
DEPARTMENT: Administrative Services
REPORTS TO: County Board
FLSA STATUS: Exempt
APPROVED: In Process

I. Position Summary and Primary Purpose:

The County Administrator is a primary executive of departments and programs implemented to fulfill policies and directives of the County Board. The position must frequently serve as the point of contact with the County Board, residents, and elected and appointed department heads. Additionally, the County Administrator has multiple intergovernmental relations responsibilities. The County Administrator also has many management and coordination duties in the county budget process, county economic development program, risk management and health care benefit program administration.

II. Essential Duties and Responsibilities:

- A. Supervise the activities and staff of the Office of Administrative Services and Planning, Building and Zoning Department.
- B. Supervise and support the department heads of Technology Services, Facilities Management and Animal Control and other departments as assigned by the County Board.
- C. At the direction of the County Board serve as "acting" department head on an interim basis in the event said Department Head is unable to fulfill his/her duties.
- D. Preparation and submittal of the annual budgets for multiple departments and programs.
- E. Monitor and authorize expenditures for multiple departments and programs.
- F. Administration of the Employee Health, Accident, Dental and Life Insurance Programs and any other benefit program.
- G. Administration of the public liability and property insurance programs, assuring that all county functions are properly and adequately covered.
- H. Provide administrative support and research assistance for the County Board.
- I. Attend meetings of the County Board, Committee-of-the-Whole, Human Resources and Administrative Committee, Budget and Finance Committee, Economic Development Committee, and other Board committees as needed. Prepare committee agendas and minutes if necessary.
- J. Attend all budget meetings and hearings, providing administrative support to the Budget committee. Work with all Department Heads and Budget Committee to assure that the annual budget is properly and timely presented to the Kendall County Board for adoption.
- K. Coordinate with outside auditor to assure the annual audited financial statements are presented to the Kendall County Board. Coordinate auditor selection process as directed.
- L. Coordinate with outside financial advisor issuance and refinancing of bonds.
- M. Represent the Kendall County Board on designated commissions, boards, committees and working groups.
- N. Serve as a primary contact with municipalities, townships and other governmental entities and groups.
- O. Monitor specific contracts and agreements for compliance.
- P. Ensure administrative support for the Kendall County Liquor Commissioner in process of license applications, renewals and ordinance revisions.
- Q. Prepare and issue news releases to media when appropriate.
- R. Monitor Revolving Loan Fund and other economic development responsibilities.
- S. Serve as a primary contact and representative for collective bargaining issues.
- T. Ensure efficient operation of the mailing facility of the Kendall County Office Building
- U. Any other duties as needed or assigned by the County Board.

Kendall County Job Description

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. 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.
- The ability to listen, understand information and ideas and work effectively with departmental county personnel, local elected officials, and local economic development officials.
- Requires the ability to independently work to project completion and follow guidance.
- Computer knowledge of MS Word, Excel, Outlook, Power Point.

B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies.
- 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:

- 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.
- Seven years increasingly responsible professional experience in public or business administration, including at least four years in a management position.
- Valid Illinois Driver's License.

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 lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception; and
- Travel independently to other County office locations.

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 environmental conditions.
- 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 own transportation to travel to and from meetings, training, conferences, etc.

Kendall County Job Description

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: Budget and Research Coordinator
DEPARTMENT: Administrative Services
SUPERVISED BY: County Administrator
FLSA STATUS: Exempt
APPROVED: In Process

I. Position Summary:

The position is responsible for coordinating the County's annual budget process as well as measuring the County's financial performance to annual and long term benchmarks as well as developing, compiling and analyzing information and evaluating program and funding requests.

II. Essential Duties and Responsibilities:

- A. Plan and coordinate all phases of the budgeting process including preparation of the annual budget document and preparing revenue and expenditure forecasts.
- B. Attend budget hearings, capital improvement planning sessions, County Board meetings and prepare and present budgetary information as needed.
- C. Act as a resource to County departments on budget issues and assist departments in formulating goals and determining objectives.
- D. Develop, maintain, and update the County's short and long term forecast models for budget policies, employment and debt service.
- E. Prepare policy language, spreadsheets, correspondence, reports, charts, graphs and presentations and develop organizational systems, programs and policies for efficiency performance and creating instruction manual on budget processes.
- F. Compose, create and update a manual on the budget process to assist County departments who have a role in the budgeting process.
- G. Develop budget benchmarks systems, perform cost center analysis and prepare and present budgetary information for public hearings.
- H. Oversee the physical production of 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 perform financial analysis of policies and assist in the implementation of approved policies and procedures.
- J. Monitor special project expenditures and progresses of capital improvement plan and associated debt issuance.
- K. Serves as a Freedom of Information Act (FOIA) Officer, preparation, and processing of requests.
- L. Interact with financial advisors and underwriters during 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.
- O. Create Animal Control accounting and monthly reports.
- P. Assists 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. Skills, Knowledge and Abilities:

Kendall County Job Description

- The person should have strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public.
- 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 budgeting, forecasting, financial accounting systems and procedures, preferably Questica Budget Software.
- Proficient knowledge of MS Word, Excel, Outlook, Power Point.
- 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.

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 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.

C. Education and Experience:

- Bachelor's degree, Master's preferred in Accounting, Finance or related field along with three years of progressive experience in a financial, budgeting.
- Previous governmental budgeting experience is 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 desk or in meetings;
- Occasionally lift and/or move up to 40 pounds;
- Frequently lift and/or move up to 10 pounds;
- Stoop, kneel, or crouch;
- Reach, push and pull with hands and arms;
- Talk and hear in person and via use of telephone;
- Travel independently to locations throughout the Chicago region

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 environmental conditions.

Kendall County Job Description

- 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 own transportation to travel to and from meetings, training, conferences, etc.

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

Kendall County Job Description

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

I. Position Summary:

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

II. Essential Duties and Responsibilities:

- A. Provide assistance to the County Administrator with the general affairs of the department and special assigned projects.
- B. Answer phone for Administration and calls to the County Office Building's general extension and appropriately respond to public inquiries by mail or phone.
- C. Complete state mandated training and serve as Freedom of Information Act Officer for Administration, County Board and certain departments reporting to County Administrator.
- D. Coordinate Board committee meetings, including typing and posting agendas, compilation and distribution of meeting packets, media notification, communications with board members for attendance and agenda topics, and update county web calendar.
- E. Electronically record and type minutes for Board Committee meetings; store and categorize recordings and minutes.
- F. Maintain list of appointments to Boards, Commissions and Districts.
- G. Type and send formal letters and correspondence for County Administrator and Board members.
- H. Update various County informational lists for public and organizational distribution.
- I. Draft updates to County website including homepage, calendar and pages for Administration, County Board, employment, volunteer opportunities and others.
- J. Responsible for all inter-office and outgoing mail functions for county administrative office building.
- K. 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. Order and manage administration office supplies and inventory.
- M. Assist with the collection and presentation of data, developing reports, completing special projects, and assist in budget review activities.
- N. Organize assigned department files and process records disposal application to the Local Records Commission.
- O. Coordinating special department functions.
- P. Assists 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.

Kendall County Job Description

A. 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.
- 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 knowledge of MS Word, Excel, Outlook, Power Point.

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:

- Associate's Degree from an accredited college or university.
- Five years experience as an Executive Secretarial or Administrative Assistant

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 lift and/or move up to 40 pounds;
- Frequently lift and/or move up to 10 pounds;
- Stoop, kneel, or crouch;
- Reach, push and pull with hands and arms;
- Talk and hear in person and via use of telephone;
- Travel independently to other County office locations.

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 environmental conditions.
- 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 own transportation to travel to and from meetings, training, conferences, etc.

Kendall County Job Description

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: Exempt
APPROVED: In Process

Position Summary:

- I. Coordinates and provides assistance in all areas of County insurance and benefits, personnel and administrative services, including but not limited to health coverage, worker's compensation, training and development, and Human Resources Information Systems.

II. Essential Duties and Responsibilities:

- A. Provide assistance in the areas of personnel, insurance and general affairs of the department.
- B. Act as liaison and direct contact with all county insurance providers.
- C. Monitor revisions to state and federal employment regulations and propose corresponding policy revisions for the County.
- D. Manage procedures for effective claim filing, enrollments, eligibility determinations, and reports related to all insurance transactions.
- E. 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.
- F. Reply to employee inquiries and questions concerning employee benefits.
- G. Conduct informational sessions and explain insurance coverage options for employees.
- H. Coordinate annual open enrollment, health and wellness and employee recognition programs.
- I. Coordinate request and receipt of background checks and driver record for employment.
- J. Process new liquor license applications and renewal.
- K. Manage Workers Compensation and County Liability claim process including initiating, and tracking claims.
- L. Prepare and process personnel action reports regarding hiring, status changes, new hires, terminations and educational reimbursements.
- M. Track retiree and COBRA participants, collect and process premiums, and update eligibility status.
- N. Update and manage leave accruals and all time keeping records.
- O. Process FMLA and leave of absence requests and ensure compliance with governmental regulations.
- P. Manage Employee Assistance Program including but not limited to coordinating employee workshops and evaluating utilization.
- Q. Develop and create various insurance, benefit and personnel monthly and/or annual reports.
- R. 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. Skills, Knowledge and Abilities:

Kendall County Job Description

- The person should have strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public.
- The ability to listen, understand information and ideas and work effectively with county personnel, department heads, local elected officials, and retirees.
- Requires the ability to follow guidance and work independently until project completion.
- Proficient knowledge of MS Word, Excel, Outlook, Power Point.

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:

- Bachelors Degree.
- Five years experience coordinating benefit and insurance information.
- Experience with Human Resources Information Systems required.
- SHRM or PHR and/or CEBS certification preferred.

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 lift and/or move up to 40 pounds;
- Frequently lift and/or move up to 10 pounds;
- Stoop, kneel, or crouch;
- Reach, push and pull with hands and arms;
- Talk and hear in person and via use of telephone;
- Travel independently to other County office locations

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 environmental conditions.
- 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 own transportation to travel to and from meetings, training, conferences, etc.

Kendall County Job Description

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

I. Position Summary:

Responsible for the coordination of the county's 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 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 annual economic development events including 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, including providing monthly reports and legislation regulations related to economic development; responsible for 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 preparing semi-annual reports to the Department of Commerce & Economic Opportunity.
- J. Participate in regional economic development meetings including the Metropolitan Economic Growth Alliance (MEGA), 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. Serves as a Freedom of Information Act (FOIA) Officer, preparation, and processing of requests.
- Q. Assists staff and department with other duties as needed or assigned by supervisor.

Kendall County Job Description

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. 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.
- The ability to listen, understand information and ideas and work effectively with county personnel, department heads, and elected officials.
- Requires the ability to follow guidance and work independently until project completion.
- Proficient knowledge of MS Word, Excel, Outlook, Power Point.

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 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, and policies established by the Kendall County Board.

C. Education and Experience:

- Bachelor's Degree from an accredited college or university, prefer areas of public management, public policy, or real estate.
- 2 years of experience in economic development preferred.
- Valid Illinois Driver's License.
- Requires knowledge of state and federal tax incentive programs.

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 lift and/or move up to 40 pounds;
- Frequently lift and/or move up to 10 pounds;
- Stoop, kneel, or crouch;
- Reach, push and pull with hands and arms;
- Talk and hear in person and via use of telephone;
- Travel independently to locations throughout the Chicago region

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 environmental conditions.
- 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 own transportation to travel to and from meetings, training, conferences, etc.

Kendall County Job Description

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: Animal Control Director
DEPARTMENT: Animal Control
SUPERVISED BY: County Administrator
FLSA STATUS: Exempt
APPROVED: 05/06/2014

I. Position Summary:

Manages the Animal Control department and oversees County Animal Control and Illinois Animal Welfare Act related to the adoption and/or shelter of strayed or lost animals, and enforces quarantining, treatment or disposition, rabies and/or related diseases.

II. Essential Duties and Responsibilities:

- A. Supervise and manage Animal Control staff.
- B. Provide orientation for and manage shelter volunteers.
- C. Perform public relations and oversee attendance of community and adoption events.
- D. Create and maintain budget for Animal Control.
- E. Write press releases and newsletter.
- F. Oversee the website to insure information is current.
- G. Responsible for apprehending and impounding stray or lost animals.
- H. Assist the public in adopting or reclaiming lost animals.
- I. Coordinate staff efforts to place animals with rescue groups.
- J. Collect appropriate fees as directed by the County Board.
- K. Issue work orders for necessary routing maintenance.
- L. Provide on-site follow up investigation of situations involving animal bites.
- M. Administration and enforcement of the rabies vaccination program.
- N. Issue warnings or citations in connection with animal-related offenses, and if applicable contact police to report violations.
- O. Investigate reports of animal attacks or animal cruelty, interview witnesses, collect evidence, and write reports.
- P. Write reports of activities, and maintain files of impoundments and dispositions of animals.
- Q. Advise law enforcement and other government officials on animal-related topics and issues.
- R. Provide education to schools, community groups, and the general public.
- S. Be on-call overnight and on weekends for emergencies.
- T. Fulfill duties of Animal Control Warden as 510 ILCS5 / Animal Control Act.

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. Skills, Knowledge and Abilities:

- Must possess strong verbal, written, and telephone skills and the ability to communicate effectively and interact with all levels of customers, employees, and volunteers.
- The ability to listen, understand information and ideas and work effectively with departmental county personnel.
- Must be able to excel under pressure and in stressful situations.

B. Work Standards and Best Practice Guidelines:

Kendall County Job Description

- Must be a strong leader who can lead by example and committed to working in a quality environment.
- Display a positive, cooperative, and team orientated attitude, committed to working in a safe and quality environment.
- Comply with all State and County policies and general procedures and adheres to laws pertaining to Public Safety.
- Must possess excellent prioritization skills and the ability to meet deadlines.

C. Education and Experience:

- Bachelor's Degree. Master's degree preferred.
- Valid Illinois Driver's License.
- Three years experience in animal control operations.
- Three years management experience.

D. Physical Demands:

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

- Frequently sit for hours;
- Reach with hands and arms;
- Stoop, kneel, crouch, and/or crawl;
- Bend over at the waist and reach with hands and arms;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, depth perception; and
- Occasionally lift and/or move up to 50 pounds.

E. 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 regularly exposed to following working conditions:

- Inside and outside environmental conditions;
- Exposed to potentially volatile situations which can present risk of violence or injury;
- The noise level in the work environment varies from moderate to noisy inside.

OTHER POSITION INFORMATION:

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

Kendall County Job Description

TITLE: Kennel Manager and Animal Control Officer
DEPARTMENT: Animal Control
SUPERVISED BY: Animal Control Director
FLSA STATUS: Non-Exempt
APPROVED: 06/07/2016

I. Position Summary:

Enforce the Illinois Humane Care for Animals Act and Animal Control Act and rabies control for Kendall County. Manage the day-to-day operations of the Animal Control Kennel.

II. Essential Duties and Responsibilities:

A. Kennel Manager:

1. Track intake of animals that arrive at the Shelter and their eventual disposition.
2. Assist the public in adopting or reclaiming lost animals.
3. Answer telephones and performs other customer service related activities.
4. Assist with instruction to and supervision of shelter volunteers.
5. Assist with efforts to place animals with rescue groups.
6. Responsible for keeping kennel cages and runs clean, monitoring and stocking kennel food supply, and maintaining vaccine stock.
7. Monitor the behavior of kennel animals, vaccinate dogs and cats as required and assist with rescue placement.
8. Assists with other duties and responsibilities as assigned by Supervisor.

B. Animal Control Officer:

1. Investigate animal welfare complaints in unincorporated Kendall County. Interview witnesses, collect evidence, and write reports.
2. Issue warnings or citations in connection with animal-related offenses, and if applicable contact police to report violations.
3. Assist police departments and other law enforcement agencies as needed.
4. Track and investigate all reported animal bites in Kendall County.
5. Seize, impound, and transport animals.
6. Assist in activities that enhance the health and well-being of the animals at the shelter with the primary goal of placing animals with appropriate owners.
7. Be on-call overnight and on weekends for emergencies.
8. Fulfill duties of Animal Control Warden as 510 ILCS5 / Animal Control Act.

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. Skills, Knowledge and Abilities:

- Must possess strong verbal, written, and telephone skills and the ability to communicate effectively and interact with all levels of customers, employees, and volunteers.
- The ability to listen, understand information and ideas.
- Excellent people skills and detailed orientated.
- Can work well under pressure and in stressful situations.

Kendall County Job Description

B. Work Standards and Best Practice Guidelines:

- Display a positive, cooperative, and team orientated attitude, committed to working in a safe and quality environment.
- Comply with all State and County policies and general procedures and adheres to laws pertaining to Public Safety.
- Must be a team player committed to working in a quality environment.
- Must possess excellent prioritization skills and the ability to meet deadlines.

C. Education and Experience:

- High School diploma or equivalent.
- Valid Illinois Driver's License. .
- Minimum 1 year animal handling experience.
- Minimum 1 year animal control or law enforcement experience.

IV. Physical Demands:

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

- Reach with hands and arms;
- Stoop, kneel, crouch, crawl, walk, run;
- Bend over at the waist and reach with hands and arms;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, depth perception;
- Ability to lift and/or move up to 50 pounds.

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 regularly exposed to following working conditions:

- Inside and outside environmental conditions;
- Exposed to potentially volatile situations which can present risk of violence or injury;
- The noise level in the work environment varies from moderate to noisy inside.

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: Part-time Office Assistant
DEPARTMENT: Animal Control
SUPERVISED BY: Animal Control Director
FLSA STATUS: Non-Exempt
REVISED: December 1, 2015

I. Position Summary and Primary Purpose:

Under the direct supervision of the Animal Control Director, or designee assigned by the Director, this position provides administrative and accounts receivable support in the areas of financial record keeping, data entry, answering phones, greeting customers, and office procedures.

II. Essential Duties and Responsibilities:

- A. Serve as direct contact for and liaison between the Animal Control Department and the public, other agencies, and government offices or departments, with tasks including greeting customers and answering phone calls.
- B. Assist in maintaining files containing confidential financial and/or personnel records.
- C. Reply to inquiries and questions concerning animal control adoptions, rabies tag orders, fees, and lost animals/pets.
- D. Complete daily deposits and documentation for deposits and deliver deposit documentation including cash and checks to the Treasurer's Office by driving personal vehicle or County owned vehicle.
- E. Handle and appropriately use petty cash, and maintain adequate records of its use by all Animal Control Department employees.
- F. Record and deposit fees and donations; track receipts to appropriate account numbers; balance accounts, and, maintain spreadsheets for financial transactions.
- G. Create and maintain accounting records using QuickBooks.
- H. Order and manage office supplies; process accounts payable vouchers; and track inventory.
- I. Maintain and update various Animal Control informational lists for public and organizational distribution.
- J. Draft routine correspondence and other Animal Control documents.
- K. Ensure employee timesheets are accurately completed and timely submitted to the payroll department, in the Treasurer's Office.
- L. Receive, send, distribute, and process all inter-office and outgoing mail.
- M. Assists Animal Control Department staff and department with other office support duties as needed or assigned by supervisor.
- N. Perform additional 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.

Kendall County Job Description

A. Language Skills:

- Ability to research, read, and interpret documents, plans, statutes, regulations, and ordinances.
- Ability to prepare documents, presentations, reports, and correspondence.
- Ability to communicate effectively both orally and in writing with the public, employees, elected officials, and representatives of other offices, departments, or agencies.
- Ability to demonstrate a strong knowledge of the English language, spelling, and grammar.

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 count money and make correct change.

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. Certificates, Licenses, Registrations:

- Must have and maintain a valid driver's license.
- Any and all certificates and registrations as required for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

- Strong organization skills.
- Ability to independently work to project completion and follow guidance.
- Proficient knowledge of MS Word, Excel, Outlook, and QuickBooks.
- Ability to multi-task and simultaneously manage several projects.
- Display a positive, cooperative, and team-oriented attitude.
- Comply with all State and County policies and standard operation procedures.
- Demonstrate excellent prioritization skills and the ability to stay focused.

F. Education and Experience:

- High school diploma or GED equivalent.
- At least two years of general office experience, including accounts receivables responsibilities.

Kendall County Job Description

VI. Physical Demands:

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

- Frequently sit for more than two hours;
- Occasionally lift and/or move more than 15 pounds;
- Frequently lift and/or move up to 5 pounds;
- Stoop, kneel, or crouch;
- Travel independently to other County office locations.

VII. 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 work conditions:

- Inside environmental conditions;
- Exposure to high-energy, anxious, or unfamiliar pets and animals, and all related hazards.
- The noise level in the work environment is noisy to moderately noisy.
- The employee will be continuously exposed to animal noises, hair/dander, and smells.
- The Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.
- Employee may be exposed to stressful situations while working with other employees, elected officials, and the general public.

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

TITLE: Kennel Technician
DEPARTMENT: Animal Control
SUPERVISED BY: Animal Control Director
FLSA STATUS: Non-Exempt
APPROVED: In Process

I. Position Summary and Primary Purpose:

Under the supervision of the Director, maintains the cleanliness and security of the Animal Control facility and assists as necessary with shelter custodial and adoption procedures.

II. Essential Duties and Responsibilities:

- A. Cleans and maintains animal shelter.
- B. Performs routine maintenance of animals such as cleaning, feeding and watering.
- C. Administers vaccines, medications, and microchips.
- D. Assists with intake, adoptions and reclaiming of animals.
- E. Answers telephones and performs other customer service related activities.
- F. Does behavioral assessments including temperament testing of animals.
- G. Data entry.
- H. Assists 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. Skills, Knowledge and Abilities:

- Possess good verbal, written, and telephone skills and the ability to communicate effectively and interact with all levels of customers, employees, and volunteers.
- The ability to follow instructions and meet deadlines.
- The ability to work independently as well as a team.

B. Work Standards and Best Practice Guidelines:

- Display a positive, cooperative, and team orientated attitude, committed to working in a safe and quality environment.
- Comply with all State and County policies and general procedures and adheres to laws pertaining to Public Safety.
- Must be a team player committed to working in a quality environment.
- Can work well under pressure and in stressful situations.

C. Education and Experience:

- High school graduate or equivalent.
- General computer knowledge.
- Minimum 1 year animal sheltering experience.
- Minimum 1 year animal medical experience.

D. Physical Demands:

- Reach with hands and arms;

Kendall County Job Description

- Stoop, kneel, crouch, and/or crawl;
- Bend over at the waist and reach with hands and arms;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, depth perception;
- Occasionally lift and/or move up to 50 pounds.

VII. 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 regularly exposed:

- Inside and outside environmental conditions;
- Exposed to potentially volatile situations which can present risk of violence or injury;
- The noise level in the work environment varies from moderate to noisy inside.

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: Facilities Director
DEPARTMENT: Facilities Management
SUPERVISED BY: County Administrator
FLSA STATUS: Exempt
APPROVED: In Process

I. Position Summary:

Directs the overall facility management function of the county at all assigned buildings on several campuses. Oversees the functioning of building systems including mechanical, fire/life safety, elevators etc. Manages a staff of employees and vendors in the performance of facilities services. Provides technical expertise and project management in the planning, design and construction of new facilities and renovation projects. Coordinates ADA compliance for all Facilities. Relies on extensive experience and judgment to plan and accomplish goals.

II. Essential Duties and Responsibilities:

- A. Manages, directs, supervises, coordinates, and schedules the activities of staff and vendors.
- B. Develops, trains and evaluates staff including technical support and assistance to subordinate employees under his/her direction.
- C. Responsible for the hiring, discipline and discharge of KCFM staff.
- D. Collects and maintains logs/inventories/records to support the activities of the department and evaluate best practices and benchmarks throughout the industry.
- E. Prepares reviews and makes adjustments to the annual operating budget and capital improvement budget. Reviews and authorizes expenditures for the department.
- F. Reviews utility consumption and implements measures to control & curtail expenses and consumption which includes adjustments to equipment and systems, negotiating deregulated contracts, and recommending new technologies and/or equipment that is more efficient.
- G. Develops safety programs for Kendall County facilities. Includes written plans, development of exit route diagrams, communication to Kendall County employees, County Administrator, elected officials and Kendall County board members.
- H. Promotes a safe work environment by training and enforcing established procedures. Assists in facility audits and tours with risk management groups, insurance agents, and code compliance officials. Reports all unsafe conditions to the County Administrator, County Board and provides recommendations for correction.
- I. Communicates effectively with all levels of the organization in both written and verbal correspondences, memorandums, letters, reports, and verbal conversations.
- J. Promotes a professional, positive, cooperative, and team orientated attitude, committed to working in a quality environment and achieving the highest level of customer satisfaction.
- K. Comply with all county policies and procedures, and adhere to set standards.
- L. Coordinate facilities related inter-governmental activities between the City of Yorkville, IDOT, and other agencies.
- M. Coordinate facilities related agreements for easements and other utilities such as Nicor, ComEd, Comcast, AT&T and the City of Yorkville.
- N. Willingly perform any other miscellaneous job-related duties as requested.
- O. Administers, creates, establishes, and prioritizes work orders, job, plans, preventative maintenance schedules and all other aspects of the computerized maintenance management system.

Kendall County Job Description

- P. Provides technical expertise and project management in the planning, design and construction of new facilities and renovation projects.
- Q. Manages telephone and voicemail system networks and makes recommendations for systems updates including software, hardware and replacement systems.
- R. Manages energy management needs for all facilities. Includes working with vendors to determine where or what needs to be upgraded or replaced. Manage centralized computerized management systems that determine what settings are and make adjustments as needed.
- S. Manage drawing inventory, blueprints site plans and ability to create new drawings and designs as requested by elected officials, department heads or as needed for projects.
- T. Ability to create Request for Purchase for vendor services and capital projects. Includes coordination of legal review between the KCFM department, the State's Attorney's office, elected & appointed officials and the Kendall County Board.
- U. Act as the primary representative for Kendall County on daily activities of major construction projects. Includes coordinating meetings, and providing updates to County Administrator, committees and the Kendall County Board as needed.
- V. Manage camera and card access systems for county facilities. Includes adds, changes and deletions from databases.

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. Skills, Knowledge and Abilities:

- Expert knowledge of MS Word,
- Excel, Outlook,
- Project, Power Point & Visio
- Experience in Computerized Maintenance Management Software, preferably Maintenance Connection.
- Working knowledge of computerized systems with the ability to manage and perform adds, moves, changes and deletions from databases.

B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies
- Promotes safety
- Selects, assigns and schedules training for facilities staff as needed
- Conducts in-service meetings and staff meetings as required

C. Education and Experience:

- Bachelor's Degree or completion of a four-year apprenticeship program or two-year degree in applied sciences program.
- Ten years current field experience in commercial, office, or public building facility maintenance and repair.
- A minimum of five years supervising/directing employees.
- General knowledge of building codes and how they are applied to current facilities.

D. Physical Demands:

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

Kendall County Job Description

- Frequently sit for hours in meetings or office;
- Occasionally lift and/or move up to 50 pounds;
- Stand and walk on uneven ground at development sites;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb and balance at development sites;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, depth perception
- Travel independently to development sites.

VII. 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 frequently exposed:

- To moving mechanical parts;
- Wet and/or humid conditions;
- High, precarious places;
- Fumes or airborne particles;
- Outside weather conditions
- The noise level in the work environment is moderate to noisy;
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.

Kendall County Job Description

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: Maintenance I
DEPARTMENT: Facilities Management
SUPERVISED BY: Director of Facilities
FLSA STATUS: Non Exempt
APPROVED: In Process

I. Position Summary:

Under general supervision, operates, maintains, and performs minor maintenance and repairs to building systems, equipment, and grounds common to structures and systems throughout the counties jurisdiction.

II. Essential Duties and Responsibilities:

- A. Ability to be a self starter and plan and perform basic projects as needed or required.
- B. Perform routine adjustment, lubrication, repair, and preventative maintenance of building equipment and structures including, but not limited to, the replacement of electrical devices, air filters, belts, and performs lubrication of related equipment.
- C. Perform daily safety checks on heating, cooling, and other equipment.
- D. Ability to view, interpret and verify system alarms and advise the Facilities Management Director or his designee of verified alarms on the HVAC control system.
- E. Assists Director and other maintenance I and II workers which include: running errands, ie. retrieve supplies/materials for tasks, hold objects/materials requiring more than one person, and clean up after completion of tasks.
- F. Operate, inspect, test, and make minor changes to building systems including, but not limited to, Fire Alarm, HVAC, HVAC control, Lighting, Water Treatment, Standby Generators, and U.P.S. Systems.
- G. Ability to perform maintenance and/or replacement of plumbing devices and fixtures. Includes ability to work on plugged drains and operate hand and power operated drain augers.
- H. Assists outside vendors as needed to complete work beyond his/her general capabilities including, escorting individuals through secure areas, signing service tickets and recording time spent on a task.
- I. Perform non-technical tasks such as change light bulbs, repair walls, paint, fill in cleaning, repair carpet, ceilings, and furniture, and miscellaneous job-related duties and special projects as needed.
- J. Perform snow/ice removal using powered equipment and/or hand tools.
- K. Perform grounds maintenance activities including weed control of planting beds, removing debris, raking & disposal of leaves and other plant materials, broom and shoveling of sidewalks and parking lots, trimming braches, pulling weeds, and applying weed control herbicides.
- L. Perform repair of wall, ceiling and structure related repairs. Includes scapping paint, applying, sanding and finishing drywall systems of existing and new structures.
- M. Perform painting related repairs and maintenance of wall, ceiling and facility structures.
- N. Collects and maintains logs/inventories/records and reports all faults, deficiencies, and other unusual occurrences.
- O. Must comply with work order system to include interpreting work orders, performing work requested, completing work order per instruction, and providing accurate information on completed work order.
- P. Ability to move furniture, packages, and boxes as requested.
- Q. Distributes materials and supplies throughout assigned areas.
- R. Ability to perform new installations of wall systems, electrical and low voltage systems.

Kendall County Job Description

- S. Must be available to work shift(s) on holiday(s), weekend(s) or other events as required.
- T. Assists 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. Skills, Knowledge and Abilities:

- Knowledge in maintenance supplies, equipments, materials, and methods used in janitorial and grounds and landscaping work.
- Ability to make minor repairs to buildings and equipment.
- Ability to understand verbal and written instructions.
- Ability to perform various clean-up and maintenance tasks as required.
- Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance in using equipment to complete assigned tasks.
- Ability to operate powered hand tools and equipment safely and proficiently.
- Must be able to read and work with blueprints and technical manuals.

B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies, procedures, and adhere to set standards.
- Perform all duties in a safe manner and in accordance with established procedures and maintain a clean work area.
- Display a positive, cooperative, and team orientated attitude, committed to working in a quality environment.

C. Education and Experience:

- High School graduate or equivalent and two (2) years experience in commercial, office, or public building facility maintenance and repair.
- Must possess and maintain a valid Illinois driver's license.

IV. Physical Demands:

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

- Use hands to finger, handle, or feel;
- Reach with hands and arms;
- Climb or balance, stoop, kneel, crouch, or crawl;
- Talk; and hear;
- Specific vision abilities include close and distance vision, depth perception;
- Must be able to work from ladders, scaffolding, and personal lifts;
- Lift and/or move up to 80 pounds.

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 frequently exposed to:

- Moving mechanical parts;
- Wet and/or humid conditions;
- High, precarious places;

Kendall County Job Description

- Fumes or airborne particles and outside weather conditions;
- The noise level in the work environment is moderate to noisy;
- Must be able to work in inclement weather;

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: Maintenance II
DEPARTMENT: Facilities Management
SUPERVISED BY: Director of Facilities
FLSA STATUS: Non Exempt
APPROVED: In Process

I. Position Summary:

With minimal supervision, operates, maintains, and performs maintenance, repairs, replacement and new installations to building systems, equipment, and grounds common to structures and systems throughout the counties jurisdiction and assists in training of other maintenance classification workers.

II. Essential Duties and Responsibilities:

- A. Ability to be a self starter and plan and perform projects as needed or required.
- B. Maintain, repair, and operate mechanical, steam humidifiers, water and electrical equipment and systems in accordance with blueprints, diagrams, operating manuals, and manufacturer's specifications.
- C. Maintain, operate, program or modify electronic equipment & software. Includes but not limited to CMMS, PBX, Voicemail, Message Net & specialized systems like breaker panels, frequency drives, UPS and generator equipment & HVAC chillers.
- D. Diagnose, troubleshoot, operate, inspect, test, replace and make major changes to building systems including, but not limited to Fire Alarm, HVAC, HVAC Controls, Lighting, Water Treatment, Standby Generators, U.P.S., PBX and Voicemail.
- E. Clean and prepare equipment for inspection; inspect mechanical and electrical equipment and systems established by the CMMS system; perform corrective maintenance.
- F. Perform preventive and predictive maintenance on equipment and assist in developing, reviewing, and implementing comprehensive preventive maintenance procedures.
- G. Ability to perform maintenance and/or replacement of plumbing devices and fixtures. Includes ability to work on plugged drains and operate hand and power operated drain augers.
- H. Perform repair of wall, ceiling and structure related repairs. Includes scrapping paint, applying, sanding and finishing drywall systems of existing and new structures.
- I. Perform painting related repairs and maintenance of wall, ceiling and facility structures.
- J. Collects and maintains logs/inventories/records and reports all faults, deficiencies, and other unusual occurrences.
- K. Adjust equipment and systems with a view toward conserving energy.
- L. Performs Maintenance I duties as directed.
- M. Comply with work order system to include interpreting/prioritizing work orders, performing work requested, and completing work orders per instruction.
- N. Have a working knowledge of equipment racks including but not limited to labeling and punching down of cables.
- O. Ability to perform new installations of equipment, wall systems, electrical and low voltage systems.
- P. Willingly perform any other miscellaneous job-related duties as requested.
- Q. Must be available to work shift(s) on holiday(s), weekend(s) or other events as required.
- R. Assists with other duties and responsibilities as assigned by Supervisor.

Kendall County Job Description

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. Skills, Knowledge and Abilities:

- Knowledge in maintenance supplies, equipments, materials, and methods used in janitorial work.
- Ability to make minor repairs to buildings and equipment.
- Ability to understand verbal and written instructions.
- Ability to perform various clean-up and maintenance tasks as required.
- Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance in using equipment to complete assigned tasks.
- Ability to operate powered hand tools and equipment safely and proficiently.
- Must be able to read and work with blueprints and technical manuals.

B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies, procedures, and adhere to set standards.
- Perform all duties in a safe manner and in accordance with established procedures and maintain a clean work area.
- Display a positive, cooperative, and team orientated attitude, committed to working in a quality environment.

C. Education and Experience:

- Current enrollment in a four-year apprenticeship program or two-year degree in applied sciences program or Ten (10) years current field experience diagnosing;
- Troubleshooting, operating, inspecting, testing and proven ability to make major changes in commercial, office, or public building facility maintenance and repair;
- Replacement and new installations of systems and equipment.
- Must possess and maintain a valid Illinois driver's license.

IV. Physical Demands:

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

- Use hands to finger, handle, or feel;
- Reach with hands and arms;
- Climb or balance, stoop, kneel, crouch. or crawl;
- Talk and hear;
- Specific vision abilities include close and distance vision, depth perception;
- Must be able to work from ladders, scaffolding, and personal lifts;
- The employee must frequently lift and/or move up to 80 pounds.

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 frequently exposed to:

- Moving mechanical parts;
- Wet and/or humid conditions;

Kendall County Job Description

- High, precarious places;
- Fumes or airborne particles and outside weather conditions;
- The noise level in the work environment is moderate to noisy;
- Must be able to work in inclement weather;

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: Office Assistant
DEPARTMENT: Facilities Management
SUPERVISED BY: Facilities Director
FLSA STATUS: Non-Exempt
APPROVED: In Process

I. Position Summary:

Provides administrative and clerical support for the Facilities Director and department staff and coordinates daily project tasks and work with public, governmental hierarchy and service vendors and, compiles statistical data and provides detailed performance reports.

II. Essential Duties and Responsibilities:

- A. Receives tracks, monitors and reports status of all maintenance, repair, and modification work generated.
- B. Initiates documents either to authorize or obtain formal approval of work requirements.
- C. Inputs data into the computerized maintenance management system.
- D. Maintains the service-call function for the receipt and controls of emergency, urgent and routine maintenance work generated by telephone.
- E. Reports initial and follow-up status of work order.
- F. Collects and maintains work documents and other data for the development of reports to evaluate responsiveness, cost effectiveness and efficiency of resource utilization.
- G. Administers the collection and reporting of historical and statistical performance data.
- H. Performs initial computer systems start-up and shut down operations.
- I. Completes daily operations and maintenance by performing system back-up and file saving operations, and initiates changes and revisions as necessary.
- J. Updates departmental standard operating procedures, policy, & safety manuals.
- K. Acts as central purchasing agent for the department which includes, opening accounts, sourcing and ordering materials & supplies, investigating past due or erroneous invoices.
- L. Receives and administers accounts payable (voucher) and petty cash functions.
- M. Performs inventory of assigned stock within the department.
- N. Maintains information in site personnel files and attendance logs as directed.
- O. Willingly perform any other miscellaneous job-related duties as requested.
- P. Maintenance Connection Facilities Management Software Data Base Administration. Includes entering new facilities, equipment and staff.
- Q. Establishes preventative maintenance programs in the CMMS system.
- R. Close out and cost account labor, materials and supplies used on work orders.
- S. Manage insurance certificates for all Kendall County vendors and projects.
- T. Manage small parts inventory for Facilities Management storerooms.
- U. Perform purchasing functions for other Kendall County departments.
- V. Research and make recommendations for office equipment.
- W. Assists 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.

Kendall County Job Description

A. Skills, Knowledge and Abilities:

- Must possess strong verbal, written, and telephone skills and the ability to communicate effectively and interact with all levels of customers, employees, and management.
- The ability to listen, understand information and ideas and work effectively with departmental county personnel and local elected officials.
- Proficient in computer knowledge of MS Word, Excel, Outlook, Project, Power Point and Email and Internet systems.
- Take notes and create meeting minutes for committee meetings. Includes posting agendas on the county website.
- Perform management of committee audio recordings of committee meetings.
- Requires the ability to independently work to project completion and follow guidance.

B. Work Standards and Best Practice Guidelines:

- Display a positive, cooperative, and team orientated attitude, committed to working in a safe and quality environment.
- Comply with all county policies and procedures, and adhere to set standards.
- Must be a team player committed to working in a quality environment.
- Must possess excellent prioritization skills and the ability to meet deadlines.

C. Education and Experience:

- High school graduate or equivalent.
- Secretarial or administrative certification or degree desirable.
- Two years experience in a service oriented environment.

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 lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb stairs and ladders and balance;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception;
- Travel independently to other County office locations.

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 environmental conditions.
- 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 own transportation to travel to and from meetings, training, conferences, etc.

Kendall County Job Description

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: GIS Coordinator
DEPARTMENT: Geographic Information Systems (GIS)
SUPERVISED BY: Director of Technology
FLSA STATUS: Exempt
APPROVED: In Process

I. Position Summary:

The GIS performs a variety of activities using Geographic Information Systems (GIS) and for the creation of maps and reports utilizing, spatial and textual data to oversee, manage the staff and development and maintenance of county-wide geographic information systems and databases including the strategic and long-range plans.

II. Essential Duties and Responsibilities:

- A. Responsible for the overall management of Enterprise GIS, ensuring the orderly and technically sound development and operation of the system and that the needs of the stakeholders and users of the Enterprise GIS are adequately met.
- B. Manages the GIS program budget procures project management of consultants, vendors, and the staff supporting the implementation.
- C. Directs the definition and the technical review of database(s) and application designs.
- D. Manages the technical development and quality assurance of the Enterprise GIS database and coordinates the creation or revisions of existing maps and charts as relative to county and intergovernmental projects.
- E. Responsible for problem resolution, software and hardware contract maintenance.
- F. Compiles data required for land record map preparation or revision, including aerial photographs, survey notes, records, reports, and original maps to ensure completeness and accuracy.
- G. Develops, administers and maintains web site for the Internet and Intranet pertaining to GIS matters.
- H. Assists with other duties and responsibilities as assigned by Director.

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. Skills, Knowledge and Abilities:

- Knowledgeable of GIS software and technology and familiar with a variety of the field's concepts, practices, and procedures.
- The ability to present information and communicate effectively both orally and in writing with staff, county officials, and the general public.
- Relies on extensive experience and judgment to plan and accomplish goals; a wide degree of creativity and latitude is expected.
- Ability to build teamwork, organizes, prioritize and perform multiple tasks.

B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety polices and governing policies and procedures.
- Commitment to quality results and customer focused.
- Dependability, integrity and willingness to learn.
- High degree of professionalism and demeanor.
- Proven time management skills.

Kendall County Job Description

C. Education and Experience:

- This position requires a Bachelor's Degree or 10 or more years of increasingly responsible experience in the design, development, implementation, and administration of a geographical information system.
- Experience in database administration and implementation related to ArcGIS and enterprise databases.
- Proven understanding of land records, legal descriptions, surveys, tract and parcel maps. Knowledge of GIS and cartographic standards.
- Ability to orient employees in the operation of GIS hardware and software; ability to establish and maintain effective working relationships with co-workers, department managers and staff, and the general public; ability to deal tactfully and courteously with the public; ability to analyze a variety of complex working procedures; ability to solve problems within scope of responsibility.

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 lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception;
- Travel independently to other County office locations.

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 environmental conditions.
- 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 own transportation to travel to and from meetings, training, conferences, etc.

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: GIS/Cadastral System Specialist - Senior
DEPARTMENT: Geographic Information Systems (GIS)
SUPERVISED BY: GIS Coordinator
FLSA STATUS: Non-Exempt
APPROVED: In Process

I. Position Summary:

To perform comprehensive and complex work in the development, maintenance, and provision of technical support related to production, database maintenance and implementation of Cadastral and Geographic Information System projects and maintain related documentation.

II. Essential Duties and Responsibilities:

- A. Performs routine to moderately complex cadastral mapping duties using ESRI GIS core products; computer-aided drafting software utilizing (CAD/GIS) principles.
- B. Performs cadastral tasks including the preparation and maintenance of County maps related to property boundaries of various kinds
- C. Uses CAD/GIS work station to prepare new maps and revise existing maps to show accurate boundaries, configurations and areas of parcels.
- D. Create new and edit existing graphical and tabular data; complete geographical analysis to create complex queries and spatial overlays; implement new data.
- E. Interface directly with clients to determine their needs and make recommendations.
- F. Interprets legal descriptions, records of surveys, tract and parcel maps, and other related documents; utilizes a data management computer system to retrieve and enter property information.
- G. Assists with research for property boundaries and title verification.
- H. Performs area calculations as required using a variety of methods.
- I. Assure quality objectives and standards are maintained through routine examination of projects, providing verification of data integrity and data distribution.
- J. Serve as a liaison for the GIS function with other departments.
- K. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
- L. Perform project lead responsibilities.
- M. Assists 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. Skills, Knowledge and Abilities:

- Ability to use a CAD/GIS system in creating or updating of maps showing property boundaries, political subdivisions and taxing districts for finished intelligence, presentations, publications, and/or web sites.
- Read and interpret complex or detailed data, policies or legal descriptions related to title searches and the preparation of cadastral maps.
- Knowledge of GIS principles including data types, data layers; basic geographic, analytic, and statistical functions; map projections; geographic coordinate systems; and data formatting.

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- Plot maps from legal descriptions, deeds, survey data, tract descriptions and existing maps and utilize a data management computer system.
- Ability to operate a variety of office equipment including computer, plotter, scanner, printer, typewriter, copier, calculator, fax machine, drafting tools, etc.
- Review legal descriptions of real property, and understand and interpret government codes, legislation or legal provisions to cadastral mapping or boundary issues.
- Make mathematical computations to calculate bearings, distances, areas and closures.
- Explain and interpret division activities and policies to the general public.
- The ability to present information and communicate effectively both orally and in writing with staff, county officials, and the general public.
- Prepare routine reports and correspondences.
- Ability to build teamwork, organize, prioritize and perform multiple tasks.
- Work with diverse populations

B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies and governing policies and procedures.
- Commitment to quality results and customer focused.
- Dependability, integrity and willingness to learn.
- High degree of professionalism and demeanor.
- Proven time management skills.

C. Education and Experience:

- Associates Degree or equivalent work experience.
- 5 or more years in related GIS fields.
- Experience related to ArcGIS and related tools are highly desirable.
- Proven history of effective working relationships with co-workers, department managers and staff, and the general public; ability to deal tactfully and courteously with the public and solve problems within scope of responsibility.
- Certifications in related area.

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 lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception;
- Travel independently to other County office locations.

V. Primary and Secondary Work Station:

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 environmental conditions.
- 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

Kendall County Job Description

- public.
• Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

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

Kendall County Job Description

TITLE: GIS System Specialist - Senior
DEPARTMENT: Geographic Information Systems (GIS)
SUPERVISED BY: GIS Coordinator
FLSA STATUS: Non-Exempt
APPROVED: In Process

I. Position Summary:

To perform comprehensive and complex work in the development, maintenance, and provision of technical support related to production, database maintenance and implementation of Cadastral and Geographic Information System projects and maintain related documentation.

II. Essential Duties and Responsibilities:

- A. Performs routine to moderately complex cadastral mapping duties using ESRI GIS core products; computer-aided drafting software utilizing (CAD/GIS) principles.
- B. Performs cadastral tasks including the preparation and maintenance of County maps related to property boundaries of various kinds
- C. Uses CAD/GIS work station to prepare new maps and revise existing maps to show accurate boundaries, configurations and areas of parcels.
- D. Create new and edit existing graphical and tabular data; complete geographical analysis to create complex queries and spatial overlays; implement new data.
- E. Interface directly with clients to determine their needs and make recommendations.
- F. Interprets legal descriptions, records of surveys, tract and parcel maps, and other related documents; utilizes a data management computer system to retrieve and enter property information.
- G. Assists with research for property boundaries and title verification.
- H. Performs area calculations as required using a variety of methods.
- I. Assure quality objectives and standards are maintained through routine examination of projects, providing verification of data integrity and data distribution.
- J. Serve as a liaison for the GIS function with other departments.
- K. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
- L. Perform project lead responsibilities.
- M. Assists 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. Skills, Knowledge and Abilities:

- Ability to use a CAD/GIS system in creating or updating of maps showing property boundaries, political subdivisions and taxing districts for finished intelligence, presentations, publications, and/or web sites.
- Read and interpret complex or detailed data, policies or legal descriptions related to title searches and the preparation of cadastral maps.
- Knowledge of GIS principles including data types, data layers; basic geographic, analytic, and statistical functions; map projections; geographic coordinate systems; and data formatting.

Kendall County Job Description

- Plot maps from legal descriptions, deeds, survey data, tract descriptions and existing maps and utilize a data management computer system.
- Ability to operate a variety of office equipment including computer, plotter, scanner, printer, typewriter, copier, calculator, fax machine, drafting tools, etc.
- Review legal descriptions of real property, and understand and interpret government codes, legislation or legal provisions to cadastral mapping or boundary issues.
- Make mathematical computations to calculate bearings, distances, areas and closures.
- Explain and interpret division activities and policies to the general public.
- The ability to present information and communicate effectively both orally and in writing with staff, county officials, and the general public.
- Prepare routine reports and correspondences.
- Ability to build teamwork, organize, prioritize and perform multiple tasks.
- Work with diverse populations

B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies and governing policies and procedures.
- Commitment to quality results and customer focused.
- Dependability, integrity and willingness to learn.
- High degree of professionalism and demeanor.
- Proven time management skills.

C. Education and Experience:

- Associates Degree or equivalent work experience.
- 5 or more years in related GIS fields.
- Experience related to ArcGIS and related tools are highly desirable.
- Proven history of effective working relationships with co-workers, department managers and staff, and the general public; ability to deal tactfully and courteously with the public and solve problems within scope of responsibility.
- Certifications in related area.

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 lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception;
- Travel independently to other County office locations.

V. Primary and Secondary Work Station:

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 environmental conditions.
- 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

Kendall County Job Description

- public.
Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

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Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

cc: personnel file, employee

Date

Kendall County Job Description

TITLE: Senior Planner
DEPARTMENT: Planning Building and Zoning
SUPERVISED BY: Interim Director of Planning, Building and Zoning
FLSA STATUS: Exempt
APPROVED: 09/15/2015

I. Position Summary:

Under general direction of the Interim Director of Planning, Building and Zoning, performs work of considerable difficulty related to the management and general operations of the Kendall County Planning, Building and Zoning Department; and develops, administers and coordinates processes related to land use development and planning to ensure orderly development, redevelopment and growth in the unincorporated areas of Kendall County.

II. Essential Duties and Responsibilities:

- A. The primary duty is the performance of office or non-manual work directly related to the management or general operations of the Kendall County Planning, Building and Zoning Department, which includes the exercise of discretion and independent judgment with respect to matters of significance.
- B. Serves as project manager for all petitions for variances, rezoning, special uses, subdivision plat approval, and Planned Unit Developments in the unincorporated areas of Kendall County by performing various duties including, but not limited to:
1. In-depth application and plan review to confirm that all petitions, plans drawings and supporting documents are complete and compliant with all applicable codes, statutes and ordinances;
 2. Coordinates with applicants to obtain additional information and project changes;
 3. Schedules and conducts pre-application meetings for zoning, subdivision and development applications;
 4. Prepare legal notices and post the same on relevant property sites;
 5. Conduct all necessary background research;
 6. Prepare staff reports;
 7. Prepares correspondence and coordinates review of site development permits and engineering plans and petitions with other staff and outside review agencies;
 8. Prepares reports and recommendations to various boards and committees involved in the development review process and oversees preparation of informational handouts and packets for distribution to the various boards and committees;
 9. Provides recommendations to the applicable committees, commissions and County Board related to the applications and plans;
 10. Manages and schedules petitions for required hearings and review by the various committees, commissions and boards involved in the review process; and
 11. Prepares draft ordinances and resolutions for review by the applicable committees, commissions and boards.
- C. Serves as Kendall County's liaison and works with outside agencies and consultants in the development of long range plans and development reviews, updating and administering codes related to land regulation and development, and the County's Land Resource Management and Transportation Plans.
- D. Assists Kendall County's consultants in the preparation of specialized planning studies and reports.

Kendall County Job Description

- E. Provides staff support to a variety of committees, commissions and Boards; attends and makes presentations to various commissions and boards such as the Kendall County ZPAC, Plan Commission, and Zoning Board of Appeals.
- F. Interprets and applies Federal and State statutes, regulations and rules to ensure that the public and private projects are in compliance with the same.
- G. Interprets, applies, and enforces provisions of applicable Kendall County ordinances related to development, zoning, subdivision, soil erosion, storm water management, floodplain and nuisance.
- H. Interacts and communicates with a variety of individuals and groups who contact the Kendall County Planning, Building and Zoning Department for the purpose of obtaining or providing information, coordinating activities, processing projects, negotiating plan changes, and formulating recommendations.
- I. Oversees the maintenance of petition records, allocation registration reviews, and data base development etc.
- J. Performs zoning compliance review of building permits as requested by Planning, Building and Zoning Department staff and provides recommendations regarding the same.
- K. Operates Kendall County vehicle and safety equipment.
- L. Makes recommendations for improving processes and procedures of the department.
- M. Assist staff, consultants and others with Kendall County ordinance enforcement and compliance by performing duties including, but not limited to, investigating alleged ordinance violations and complaints received by the Kendall County Planning, Building and Zoning Department; determining whether ordinance violations exist; and providing testimony and administrative support necessary for the prosecution of ordinance violations.
- N. Authorize reduction and release of bonds, letters of credit and other security for public improvements and land cash contributions.
- O. Calculates school and park/forest preserve land cash contributions, and recommends fee adjustments.
- P. Maintains escrow accounts for site development permits.
- Q. Serve as alternate Program Compliance Oversight Monitor (PCOM) for the County's Kendall Area Transit program.
- R. As needed, assist Kendall County Liquor Control Commissioner with processing and maintaining new liquor licenses for unincorporated portions of the County as well as renewal license applications.
- S. Adheres to all work and safety policies and procedures.
- T. Attends conferences, seminars, training and various Kendall County meetings.
- U. Maintains regular attendance and punctuality.
- V. 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, plans, statutes, regulations and ordinances.
- Ability to prepare documents, presentations, reports and correspondence.

Kendall County Job Description

- Ability to communicate effectively both orally and in writing with the public, employees, consultants, developers, attorneys, and elected officials.
- Requires good knowledge of the English language, spelling and grammar.

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.
- Ability to read and interpret Blueprints, plats of survey, and similar documents and drawings.

D. CERTIFICATES, LICENSES, REGISTRATIONS:

- A current and valid driver's license.
- AICP designation preferred.
- Any and all certificates and registrations as required for the specific duties performed.

E. OTHER SKILLS, KNOWLEDGE AND ABILITIES:

- Strong organizational skills.
- Computer knowledge of MS Word, Excel, Outlook, Access, Power Point.
- Basic knowledge of engineering and construction practices and GIS systems.
- Ability to multi-task and simultaneously manage several projects.
- Ability to participate in and facilitate group meetings.
- Ability to listen, understand information and ideas and work effectively with County personnel, local elected officials, and local economic development officials.
- Understanding of all applicable statutes, regulations and ordinances as well as zoning and subdivision administration.

F. EDUCATION AND EXPERIENCE:

- Bachelor's Degree required with preference for degree from an accredited college or university in Land Use Planning, Urban Planning, Landscape Architecture or Public Policy. AICP designation may substitute for Bachelor's Degree requirement.
- Master's Degree in planning, public policy or public administration preferred.
- Minimum of three years experience in Planning and Zoning field.

IV. Physical Demands:

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

- Frequently sit for hours in meetings or office;
- Occasionally lift and/or move up to 50 pounds;
- Stand and walk on uneven ground at development sites;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb and balance at development sites;

Kendall County Job Description

- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, depth perception and distance vision; and
- Travel independently to development sites, public hearings and other meetings and other locations both within and outside Kendall County, Illinois.

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 and outside environmental conditions.
- Will be exposed to occasional driving and onsite construction conditions.
- The noise level in the work environment varies from quiet to noisy outside.
- The employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.
- Employee may be exposed to stressful situations while working with elected officials, consultants, attorneys, applicants, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

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: Code Official – Planning, Building and Zoning
DEPARTMENT: Planning, Building and Zoning (PBZ)
SUPERVISED BY: INTERIM PBZ Department Director
FLSA STATUS: Non Exempt
APPROVED: In Process

I. Position Summary:

Manages, coordinates, and conducts the activities related to code compliance regulations of signs, mobile homes, and nuisances building and compliance with building, electrical, plumbing, nuisance, and related codes. Primarily involved with advising property owners and builders, reviewing applications and building plans, inspecting construction sites, record keeping and investigating violations

II. Essential Duties and Responsibilities:

- A. Explain, apply, and enforce provisions of sign, mobile home, campground, nuisance, and related ordinances.
- B. Interpret and apply all provisions of the building, electrical, plumbing, and related codes and advice Committee on mobile home permits.
- C. Coordinate with zoning, subdivision, flood plain, building, erosion control, storm water management, and related codes at county, state, and national levels.
- D. Research and update pending and building related approved code revisions.
- E. Coordinates with other staff and outside plan reviewers to schedule inspections.
- F. Advise property owners, builders, architects, engineers, attorneys, surveyors, and others on requirements and solutions.
- G. Approve building plans and sign permits.
- H. Reviews permit applications, plans, drawings, and other documents for completeness, accuracy, and code compliance.
- I. Conduct inspections of permitted construction such as setback, footing, foundation, backfill, framing, wiring, damage and determine safety.
- J. Assist with investigations of alleged violations such as non-permitted construction, excavation, trailers, dumping, signs, junk vehicles, and weeds, permitted signs and mobile homes, campground and building inspections.
- K. Evaluates the building code compliance process and recommends improvements to forms, scheduling, fees, record keeping, and other related procedures.
- L. Research and prepare reports on special subjects and maintain records such as inspection logs, photographs of violations, reports of findings, records of permits, reviews, inspections, etc.
- M. Evaluate the performance of plan reviewers and inspectors and recommends adjustments.
- N. Operates county vehicle and arranges for maintenance and repairs.
- O. Assists staff and department with other duties as needed or 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. Skills, Knowledge and Abilities:

Kendall County Job Description

- The person should have strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public in a manner that is impartial, empathetic, helpful, persuasive, and non-antagonistic.
- The ability to listen, understand information and ideas and work effectively with departmental county personnel, local elected officials, and local economic development officials.
- Analyze, decipher, detect, interpret, and exercise independent judgment.
- Computer knowledge of MS Word, Excel, Outlook, Project, Power Point.
- Knowledge of construction, development regulations, and building plans, trades and codes including BOCA, CABO, National Electric Code, and others.

B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies.
- Attends conferences, seminars, training, and meetings.
- Follow governmental functions of development regulation and the role of employee as service provider.

C. Education and Experience:

- High school graduate or equivalent.
- Four years in construction and building experience required.
- Two years as inspector - preferred but not required.
- Valid Illinois Driver's License and good driving record.

IV. Physical Demands:

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

- Frequently sit for hours in meetings or office;
- Occasionally lift and/or move up to 50 pounds;
- Stand and walk on uneven ground at development sites;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb and balance at development sites;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, depth perception; and
- Travel independently to development sites, public hearings and other meetings and other locations both within and outside Kendall County, Illinois.

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 and outside environmental conditions.
- Will be exposed to occasional driving and onsite construction conditions.
- The noise level in the work environment varies from quiet to noisy outside.
- The employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.
- Employee may be exposed to stressful situations while working with elected

Kendall County Job Description

- officials, consultants, attorneys, applicants, and the general public.
Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

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Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

cc: personnel file, employee

Date

Kendall County Job Description

TITLE: Part-Time Office Assistant
DEPARTMENT: Planning, Building and Zoning (PBZ)
SUPERVISED BY: PBZ Code Official
FLSA STATUS: Non Exempt
APPROVED: In Process

I. Position Summary:

Coordinates and conducts the activities related to issuing building permits and schedules inspections.

II. Essential Duties and Responsibilities:

- A. Provides information on codes and policy and explains forms and procedures.
- B. Receives permit application requests, reviews applications for accuracy and completeness and advises applicants on status.
- C. Maintains inventory of code books, ordinances, maps and documents for sale.
- D. Explains forms and procedures and reviews applications for accuracy and completeness.
- E. Collects fees.
- F. Intakes permit applications, assigns permit numbers and schedules inspections requests.
- G. Prepares approved permits for issuance.
- H. Tracks review progress and advises applicants on status.
- I. Schedules inspection requests and tracks and records inspections with pass/fail.
- J. Prepare and forward invoices for processing.
- K. Assigns addresses to new construction and reports new addresses to other departments and agencies.
- L. Responsible for the management and maintenance of departmental records and filing.
- M. Prepares monthly expenditure and budget reports for PBZ committee.
- N. Responds to inquiries by officials, staff, and the public and prepares summary reports on permits to the County Board, Census, other essential personnel or departments.
- O. Prepares correspondences, data entry, filing, faxing, copying, and orders supplies.
- P. Assists staff and department with other duties as needed or assigned by supervisor.
- Q. Assists 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. 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.
- The ability to listen, understand information and ideas and work effectively with departmental county personnel, local elected officials, and local economic development officials.
- Computer knowledge of MS Word, Excel, Outlook, Project, Power Point.
- Basic understanding and reading of maps, GIS experience preferred
- Knowledge of FOIA procedures
- Public Notary useful

B. Work Standards and Best Practice Guidelines:

Kendall County Job Description

- Adheres to all work and safety policies.
- Attends training and other meetings.
- Organizes workload to respond to all requests efficiently.

C. Education and Experience:

- High school graduate or equivalent and;
- One year in construction and building or similar experience

VI. 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 lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception;
- Travel independently to other County office locations.

VII. Primary and Secondary Work Station:

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 environmental conditions.
- 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 own transportation to travel to and from meetings, training, conferences, etc.

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: Director
DEPARTMENT: Technology Services
SUPERVISED BY: County Administrator
FLSA STATUS: Exempt
APPROVED: 07/27/2015

I. Position Summary:

The position is primarily responsible for management of all matters pertaining to Technology Services including, but not limited to, staffing, system analysis, programming and developing enhancements based on the technology information needs of the County.

II. Essential Duties and Responsibilities:

- A. Primary duty is to manage the County's information technology department in accordance with the County's organizational policies, goals and budget parameters.
- B. Customarily and regularly directs the work of at least two or more full-time employees (or their equivalent) assigned to the County's Technology Department.
- C. Customarily and regularly performs management duties in the Technology Services Department including, but not limited to, the following:
 - Interviewing, selecting and training Technology Department employees;
 - 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 Technology Department;
 - Conducting performance evaluations of Technology Department employees;
 - Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
 - Handling employee complaints and grievances;
 - Disciplining employees;
 - Apportioning the work among employees assigned to Technology Services; and
 - Providing for the safety and security of the employees and County property.
- D. Recommends the hiring, firing, advancement, promotion and any other changes of status for all employees in Technology Services, which recommendations are given particular weight by the final decision-maker.
- E. Evaluates, develops and ensures proper maintenance of the County's information systems, including, but not limited to, communication lines, equipment, effective back-up and security, and upgrades as necessary.
- F. Develops and coordinates a long-term strategic plan for county-wide information technology management.
- G. Evaluates overall operations of computing and information technology functions and develops and recommends enhancements in order to ensure the consistency and maintainability of the County's information technology services and equipment.
- H. Determines the type of materials, supplies, machinery, equipment or tools to be used or merchandise to be purchased to maintain and improve the County's information technology services and equipment.
- I. Oversees project management for the County's Technology Department by setting the schedule for projects; monitoring all ongoing projects; creating project metrics and

- J. deliverables; and assessing the achievement of said project metrics and deliverables. Assists managers, department heads and elected officials to utilize and facilitate systems to improve efficiency and that allows optimal utilization of County resources.
- K. Ensures proper hardware maintenance of all county computer systems and keeps computer equipment, hardware, and software updated to meet organizational needs.
- L. Manages relationships with outside vendors and contractors by performing duties including, but not limited to the following: obtaining quotes; developing requests for proposals; negotiating services and contract terms; and reviewing and recommending contracts for computing and information technology services and equipment, which recommendations are given particular weight by the final decision-maker.
- M. Identifies emerging information technologies to be introduced within the organization.
- N. Serves on planning and policy-making work groups and recommends appropriate IT policy/budgeting changes/enhancements for ultimate approval by the County Board.
- O. Oversees provision of end-user services, including but not limited to help desk technical support services.
- P. Develops and implements all IT policies, procedures and best practices, including written protocols and guidance to IT staff and to end-users.
- Q. Adheres to all work and safety polices and governing policies and procedures established by the County Board.
- R. Assists the Kendall County Office of Administrative Services in responding to requests for records and information pursuant to subpoena, court order, the Illinois Freedom of Information Act and/or any other applicable state and/or federal law.
- S. Performs any 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.
- Ability to prepare documents, reports and correspondence.
- Ability to speak effectively with the public, employees, law enforcement agencies, and elected officials.
- Requires good knowledge of the English language, spelling and grammar.

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. CERTIFICATES, LICENSES, REGISTRATIONS:

- Any and all certificates and registrations as required for the specific duties performed.

E. OTHER SKILLS, KNOWLEDGE AND ABILITIES:

- Strong organizational skills.
- Knowledge of information technology computer systems and software and the ability to manage the entire spectrum of information technology operations, configuration of computer hardware, including but not limited to LAN and WAN capabilities.
- Knowledge of contracting, negotiating, and change management.
- Ability to motivate teams and staff.
- Ability to multi-task and simultaneously manage several projects.
- Ability to participate in and facilitate group meetings.
- Commitment to quality results and customer focused.
- High degree of professionalism and demeanor.
- Proven time management skills.

F. EDUCATION AND EXPERIENCE:

- Bachelor's degree in information technology or computer science preferred;
- Four (4) or more years experience as a manager or director of an information technology department;
- Previous governmental experience in technology and information systems is a plus; and
- Prior experience in strategic planning, execution and implementation of information technology integration in a corporate or government organization.

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 lift and/or move up to 40 pounds;
- Stand;
- Walk;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception and distance vision; and
- Travel independently to other County office locations.

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 environmental conditions.
- The noise level in the work environment is usually quiet to moderately quiet.
- The employee must be able to perform all assigned job duties during normal

- business hours and outside of normal business hours, as needed.
- 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 own transportation to travel to and from meetings, training, conferences, etc.

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Employee Receipt Acknowledgement & Signature

Date

Kendall County Job Description

TITLE: Technology Analyst
DEPARTMENT: Technology Services
SUPERVISED BY: Director of Technology
FLSA STATUS: Exempt
APPROVED: In Process

I. Position Summary:

The position is responsible for design, development, configuration, testing, modification, enhancement, and maintenance of official Kendall County website and several core applications, coordinates with outside vendors and county departments to ensure applications are updated and work efficiently, assess needs and recommends and implements software solutions, debug issues that arise with the performance of the website.

II. Essential Duties and Responsibilities:

- A. Responsible for website and core applications including security, updates, and uptime.
- B. Evaluates new software solutions and implements them.
- C. Train county employees on use of new software.
- D. Creates forms and documents for website and internal use.
- E. Plan future updates for website to ensure the website is current and evolved.
- F. Provides documentation, project tracking, and reporting to management.
- G. Troubleshoots software and hardware issues.
- H. Responsible for all wireless cellular WAN connectivity.
- I. Serves as backup for Network Engineer.
- J. Support other duties and activities of the Technology Services department as needed.
- K. Provides project management leadership and provides methodologies, tools and techniques to manage all aspects of project execution; reports on project slippage, complex or newly identified technical problems or budget/cost changes; establishes and communicates new forecasts as necessary.
- L. Conducts project review meetings and communicates project status and issues with project staff and other stakeholders; prepares reports as required on project status and budget-to-actual costs.
- M. Assists 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. Skills, Knowledge and Abilities:

- Strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public.
- Thorough knowledge of standard concepts, practices and procedures using Windows operating systems and software products in a network environment
- Ability to participate in and facilitate group meetings.
- Keeps current with new security and network monitoring technologies, applicable laws and regulations.
- Ability to perform a variety of tasks and work independently.

B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety polices and governing policies and procedures.

Kendall County Job Description

- Ability to build teamwork and work as part of a team.
- Commitment to quality results and customer focused.
- Dependability, integrity and willingness to learn.
- High degree of professionalism and demeanor.
- Proven time management skills.

C. Education and Experience:

- Bachelor's Degree or equivalent work experience
- 2-3 years' experience in Information Technology

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 lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception;
- Travel independently to other County office locations.

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 environmental conditions.
- 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 own transportation to travel to and from meetings, training, conferences, etc.

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Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

Kendall County Job Description

TITLE: Computer Support Specialist
DEPARTMENT: Technology Services
SUPERVISED BY: Director of Technology
FLSA STATUS: Non-Exempt
APPROVED: May 19, 2015

I. Position Summary:

The Helpdesk/Computer Support Specialist supports and maintains in-house computer systems. The systems include all software, workstations, laptops, some networking equipment, and peripherals on the network. The tasks include but are not limited to installing, diagnosing, repairing, maintaining and upgrading all hardware, software, and equipment while ensuring optimal workstation performance and end user support.

II. Essential Duties and Responsibilities:

- A. Key responsibilities for the position include maintaining, analyzing, troubleshooting, updating, monitoring and repairing computer systems, hardware, software and computer peripherals.
- B. Researches, evaluates, tests, and makes recommendations on all current and future software needs of the organization.
- C. Recommends and assists in developing long-term strategies and capacity planning for future computer hardware needs.
- D. Installs, configures, repairs updates, and performs network wide system upgrades of workstations.
- E. Provide end user technical support for all Network based workstations and applications. This position is first-level helpdesk support from logging the request/issue through post completion follow-up.
- F. Provides documentation / project tracking and reporting to management.
- G. Provides training and how to documentation for end user support.
- H. Performs but is not limited to networking maintenance functions such as user account creation, NTFS assignment of rights and permissions, and exchange mailbox account creation.
- I. Should be familiar with Active Directory, DHCP, DNS, SCCM, Microsoft Exchange, Helpdesk software, Image deployment systems and knowledge of LAN environments.
- J. Assists 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. Skills, Knowledge and Abilities:

- Strong organization skills, ability to prioritize and schedule work duties, and be able to communicate effectively both orally and in writing with staff and the general public.
- Thorough knowledge of standard concepts, practices and procedures using Windows operating systems and software products in a network environment
- Ability to participate in and facilitate group meetings.
- Keeps current with new security and network monitoring technologies, applicable laws and regulations. Maintains compliance with software licensing.
- Ability to perform a variety of tasks and work independently.

Kendall County Job Description

B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies and governing policies and procedures.
- Ability to build teamwork and work as part of a team.
- Commitment to quality results and customer focused.
- Dependability, integrity and willingness to learn.
- High degree of professionalism and demeanor.
- Proven time management skills.

C. Education and Experience:

- Associate's Degree and 2-3 years experience in the Networking field/PC field.
- Microsoft experience within Windows Server and Windows operating and/or networking systems.
- Valid Driver's License required.

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 lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception;
- Travel independently to other County office locations.

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 environmental conditions.
- 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 own transportation to travel to and from meetings, training, conferences, etc.

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Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

Kendall County Job Description

TITLE: Network Engineer
DEPARTMENT: Technology Services
SUPERVISED BY: Director of Technology
FLSA STATUS: Exempt
APPROVED: In Process

I. Position Summary:

The administrator of a large, complex, multi-segment, wired and wireless network physical infrastructure, including security hardware, routers, switches and disaster recovery sites and internet connections; designs, develops, installs, integrates and maintains the infrastructure incorporating multiple technologies, protocols and vendor products and systems; establishes network standards, including naming conventions and address protocols; utilizing a variety of software and tools, monitors, analyzes and manages network traffic and capacity utilization to achieve optimal performance and availability serves as project leader and manages network upgrades and conversions; develops specifications for network hardware, software and cabling upgrades and enhancements; participates with the technology services team to evaluate and recommend network and systems hardware and software; develops and recommends cabling and connectivity standards, uses and levels.

II. Essential Duties and Responsibilities:

- A. Designs, configures and supports internal and/or external networks.
- B. Develop and maintain all systems, applications, security and network configurations, including setting up, testing, and upgrading operating software.
- C. Analyzes data to identify and resolve reasons for communications bottlenecks. Recommends upgrades, patches, and new applications and equipment to facilitate and protect data, software and hardware.
- D. Analyzes network capacity and growth requirements and recommends network upgrades.
- E. Responsible for enterprise e-mail system.
- F. Develops and recommends network contingency and disaster recovery plans
- G. May direct other's activities within the department and is responsible to ensure staff is able to perform critical activities in his/her absence.
- H. Responsible for ensuring the security of the enterprise network.
- I. Maintain WAN connections to outside vendors, LEAs, and other organizations.
- J. Research new technology, and implement it or recommend its implementation.
- K. Assists 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. Skills, Knowledge and Abilities:

- Strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public.
- Thorough knowledge of standard concepts, practices and procedures using Windows operating systems and software products in a network environment
- Ability to participate in and facilitate group meetings.
- Keeps current with new security and network monitoring technologies, applicable laws and regulations.

Kendall County Job Description

- Ability to perform a variety of tasks and work independently.

B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies and governing policies and procedures.
- Ability to build teamwork with communication skills.
- Commitment to quality results and customer focused.
- Dependability, integrity and willingness to learn.
- High degree of professionalism and demeanor.
- Proven time management skills.

C. Education and Experience:

- Bachelor's Degree or equivalent work experience.
- 5 years or more experience in the Networking field.

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 lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception; and
- Travel independently to other County office locations.

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 environmental conditions.
- 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 own transportation to travel to and from meetings, training, conferences, etc.

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Signature of Supervisor

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cc: personnel file, employee