



**COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
KC Office Building, 111 W. Fox Street
County Board Rm 210; Yorkville
Wednesday, September 15, 2021 at 5:30p.m.**

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Scott Gengler, Judy Gilmour, Dan Koukol, Robyn Vickers
- 3. Approval of Agenda**
- 4. Approval of Minutes from August 2, 2021**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Discussion and Approval of Deputy Director of Technology Services Job Description*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING MINUTES
Monday, August 2, 2021

CALL TO ORDER – Chair Elizabeth Flowers called the meeting to order at 5:34pm.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour	Here		
Dan Koukol	Here		
Robyn Vickers	Here		

Employees in Attendance: Scott Koeppel, Matt Kinsley

Guests in attendance:

APPROVAL OF AGENDA – Member Gilmour made a motion to approve the agenda, second by Member Gengler. **With five members voting aye, the motion passed by a 5-0 vote.**

APPROVAL OF MINUTES – Motion made by Member Vickers, second by Member Koukol to approve the July 22, 2021 minutes. **With five members present voting aye, the motion passed by 5-0 vote.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Administration – Mr. Koeppel provided a hiring update to the committee. An offer for the HR position was accepted. Details will follow. Mr. Koeppel reported that an offer for the Budget & Finance Analyst position was accepted and the candidate will start on August 16, 2021.

Mask Mandates – Mr. Koeppel reported that face coverings are still optional in Kendall County offices and Court House but re-evaluation will be on a week-to- week basis.

PUBLIC COMMENT – None

COMMITTEE BUSINESS

- *Plan Performance/Renewal Planning Presentation* – Beth Ishmael from Horton Group presented a slide show presentation in regards to renewal of the upcoming employee benefit package. Final negotiation discussion will follow at the October 4, 2021 meeting.
- *Approval of Network Security Specialist Job Description* – Matt Kinsely briefed the Committee on the job description for the Network Security position.

Mr. Koepfel asked the committee if they would like the job description sent to the State's Attorney office for legal review for approval since it is a new job description.

There was consensus by the Committee to forward the job description to the State's Attorney's office for legal review.

- *Approval of Network Administrator Job Description* – Matt Kinsely briefed the Committee on minimum changes to the job description for the Network Security position.

Member Gilmour made a motion to approve the *Network Administrator Job Description*, second by member Gengler. **With five members present voting aye the motion carried by a 5-0 vote.**

EXECUTIVE SESSION – Not needed.

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR THE AUGUST 3 COUNTY BOARD MEETING

Approval of Network Administrator Job Description

Approval of Network Security Specialist Job Description once reviewed and approved by State's Attorney Office

Approval for funding for the Network Security Specialist job Description

ADJOURNMENT – Member Gengler made a motion to adjourn the meeting, second by Member Gilmore. **With five members present voting aye the meeting adjourned at 6:46p.m.**

Respectfully Submitted,

Sandra Washkowiak
Administrative Assistant and Recording Secretary

Kendall County Job Description

TITLE: Deputy Director of Technology Services & GIS
DEPARTMENT: Technology Services and Geographic Information Systems (GIS)
SUPERVISED BY: Director of Technology Services
FLSA STATUS: Exempt
APPROVED: In Process

I. Position Summary:

The Deputy Director of Technology Services & GIS performs research and analytical work in support of administrative, financial, and personnel functions of Technology & GIS. Additionally, serves as GIS Coordinator by supervising, managing, and directing the field and office activities of the Kendall County Geographic Information Systems (GIS) Department. The Deputy Director of Technology Services & GIS serves as the Technology Services Director in their absence.

II. Essential Duties and Responsibilities:

A. GIS Department: Supervises, manages, and directs the operation and maintenance of the Kendall County GIS Department including, but not limited to, the following duties:

- Responsible for the overall management of Enterprise GIS.
- Ensure 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.
- Develops and manages the GIS program budget.
- Procures project management of consultants, vendors, and staff supporting the GIS department.
- Directs the definition and technical review of database(s) and application designs.
- Manages the technical development and quality assurance of the Enterprise GIS database
- Coordinates the creation or revisions of existing maps and charts as relative to county and intergovernmental projects.
- Produces new maps and viewers at the request of Kendall County's elected officials and County staff.
- Responsible for problem resolution, software and hardware contract maintenance.
- Explains and interprets division activities and policies to the general public.
- Performs routine to moderately complex cadastral mapping duties.
- 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.
- Secures aerial imagery of the county at least every other year taken at leaf-off/spring time.
- 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.
- Develops and oversees all public relations for the GIS Department, including but not limited to, development, administration, and maintenance of the GIS Department's website to ensure information is current and accurate.
- Serves as the GIS Department's liaison with Kendall County's elected officials, department heads, and local community leaders.
- Provide technical expertise and assistance to meet the needs and requests of other government agencies and the general public related to the GIS system.
- Recommends changes to GIS software, CAD software, hardware, network, and database organizations, in order to maximize efficiencies for better service to GIS users, which recommendations are given significant weight by the final decision- makers.
- Oversees and plans the potential growth and performance of the cloud platform hosting programs for both private and public use.
- Issues work orders for necessary maintenance within the GIS Department.

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- Customarily and regularly supervises, manages, and directs the work of at least two (2) or more full-time employees (or their equivalent) working in the Kendall County GIS Department including, but not limited to, the following:
 - Interviews, selects, and trains GIS Department staff.
 - Sets and adjusts employees' hours of work.
 - Provides recommendations regarding the setting and adjusting of employees' rates of pay (within pre-approved budget parameters), which recommendations are given particular weight by the final decision-maker.
 - Prepares and maintains production and operations records for use in supervision and control of the GIS Department's services.
 - Appraises employees' productivity and efficiency for the purpose of recommending promotions or other changes in status.
 - Handles employee complaints and grievances.
 - Provides recommendations regarding personnel policies and procedures applicable to GIS Department staff, which recommendations are given significant weight by the final decision-maker.
 - Provides recommendations regarding the hiring, firing, and discipline of GIS Department staff, which recommendations are given significant weight by the final decision-maker.
 - Apportions the work among GIS Department employees.
 - Plans, organizes, and supervises the activities of GIS Department staff.
 - Develops and implements training program for GIS Department staff.

B. Technology Services Department

- Coordinate various special projects
- Maintain inventory by ordering supplies and equipment
- Schedule meetings, appointments, and training classes
- Research, prepare, create, review, and process paperwork, correspondence, reports, newsletters, promotional materials, and other materials
- Monitor contracts and maintain spreadsheets, logs, and files
- Attend meetings and workshops
- Participate in the development of divisional policies
- Assist with budget research and prepare reports
- Monitor revenues and expenditures
- Compile data relating to financial issues
- Review and process invoices, deposits, payments, and payroll
- Prepare financial documents and billings
- Perform financial calculations, extract and analyze from financial databases, accounts, grants, and reconciling accounts.
- Assists with personnel actions, including:
 - employee hiring processes,
 - researching and analyzing employee issues and documenting findings and actions.
 - Supervises Technology Services staff in absence of Director

C. Shared Intergovernmental Services

- Meet with clients to understand scope of projects
- Provide cost estimates of projects
- Assign work among Technology & GIS employees
- Accurately track services rendered
- Prepare quarterly bills to customers
- Participate in Shared Services meetings

D. Performs other duties and responsibilities as assigned.

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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 in a timely manner.
- Ability, skill, and knowledge necessary to effectively supervise and manage the GIS Department.
- Ability to deal tactfully and courteously with the public.
- Ability to analyze a variety of complex working procedures.

B. Work Standards and Best Practice Guidelines:

- Complies with all applicable state and federal laws and regulations.
- Complies with all applicable County policies and procedures.
- Commitment to quality results and customer focused.
- Dependable; has integrity and a willingness to learn.
- High degree of professionalism.
- Proven time management skills.
- Proven project management skills.
- Maintains confidential records including but not limited to personnel records, budget, and long term strategy planning records, etc.
- Proficient in MS Products including office SQL, and Window Server.
- Proficient in ESRI products.

C. Education and Experience

- This position requires a minimum of either a Bachelor's Degree from an accredited institution or ten (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 is required.
- Proven understanding of land records, legal descriptions, surveys, tracts, and parcel maps is required.
- Working knowledge of GIS and cartographic standards is required.
- Three (3) or more years of personnel management experience is 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;
- 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 and to GIS-related business meetings

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and conferences.

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:

- Occasionally work outside as required to perform work related tasks.
- 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