

## VACANCY OPENING (ADAMS COUNTY, IL)

- Job Classification: County Board Executive Assistant, Adams County, IL
- #Openings: One
- Rate of Pay: \$ Commensurate with experience
- Environment: This position reports to and is supervised by the Adams County Board Chairman. The County Board Chairman shall recommend the hiring and or termination of the employee to the full County Board. Any hiring or terminating of this position shall take the vote of the majority of the full county board. This position will be hired as a contract employee. The contract shall be required to renew every two years by a majority of the full board. Performance evaluation and disciplinary action (other than termination) shall be administered by the County Board Chairman in consultation with the County's Finance and Labor committee. Employee grievances shall be handled in accordance with existing county policies and procedures. This position will require a flexible work schedule which may require early morning, evening/night and weekends as needed to attend and participate in various county meetings and functions.
- Duties: Specific duties include, but are not limited to, the following:

### Human Resources

- Responsible for the development and maintenance of one county wide Human Resources and Personnel Handbook , to be followed across all county departments that is in compliance with all current labor contracts, local, State and Federal legal requirements. Will work with the county Clerk's office to make use of and /or enhance systems currently in place.
- Serves as the point of contact for all county department heads, providing direction regarding human resource legal matters.
- Assist the county finance committee by serving as coordinator of all union labor contract negotiations and managing first steps of employee grievance process.
- Shall be aware of and assist department head in assuring that the hiring and terminating of all county employees is done in compliance with all county, state , federal regulations and bargaining unit contracts and requirements. Serves as a resource to all department heads to ensure proper forms and documentation of employee records are used. Serves as a consultant to department heads regarding proper steps and documentation related to employee discipline and corrective action. Shall keep the county board informed of all employee hires and terminations. Department heads and elected office holders maintain the authority and responsibility for hiring and termination decisions.
- Develop and maintain one county wide, legally compliant, job application for use in all county hiring processes. Incorporate the Fair Credit Reporting Act procedures and authorization forms into the hiring process as it relates to any and all types of background checks; not just those related to credit. Separate FCRA notice and applicant authorization pages must accompany, but not be attached to the application for employment.
- Develop and maintain an Affirmative Action Plan, in compliance with the OFCCP.

- Ensure all county managers and supervisory employees are trained on appropriate recruitment, hiring, disciplinary, terminating and supervisory documentation requirements compliance with state and federal regulations.
- Works closely with the County Clerk offices on employee training and implementation of new policies and procedures adopted by the county. Works closely with the clerk's office to administer the county health insurance, employee benefits, organizational development, workman's compensation and liability benefit administration. Insures all employees have the information needed to access all benefits afforded them.
- Assist department heads on developing and implementing risk prevention plans.
- Provide an annual Corporate Compliance Overview report to the County Board.

#### Financial

- Assist all county department heads and elected office holders in the formulation of their annual operating revenue and expense budgets. Presents annual budgets to the County Board Finance Chair and committee. Includes a detailed summary of all changes in current line items compared to previous years approved final budget. Should be detailed enough to assist the county board in determining the proper tax levy to be set. Ensure county priorities are aligned with budget priorities. Shall research, and gather and provide necessary information to answer and provide clarification of any budget related questions the Finance Committee or full County Board should have regarding the budget. This process shall not conflict with nor impede with any statutory authority of the department he ad or elected officials.
- Works with the County Board to ensure special use funds are properly budgeted and expended in accordance with State statutory requirements.
- Completes ongoing assessments and monitoring of county expenditures, reviews for accuracy, analyzes findings and makes recommendations regarding potential saving opportunities i.e. Group purchasing, leased equipment contracts etc. (attends county board monthly committee meetings and is available to answers questions about monthly bills).
- Assure that purchasing requirements are met and assist with RFP's for items such as Auditors, Insurance, Utilities, purchasing, etc.
- Assure annual audit follow-up is done.
- Assist the county in maintaining compliance with state and federal grant regulations and agreements identified in the award. Shall support and aid office holders with gathering the necessary information to prepare the Schedule of Expenditures of Federal Awards and accompanying notes as indicated in OMB A-133, Section.310. Researches State, Federal and Private Foundation grant opportunities the County is eligible.

#### Operational

- Supervises the County Information Technology (IT) department. Responsible for development of annual capital improvement plans for technology and facilities ensuring the alignment with county budget.
- Serves as administrative assistant to the County Board Chair assisting the chair with scheduling and completion of day to day functions as requested.
- Serves as the liaison and coordinates with internal county department heads, and governmental and non-governmental entities outside county government to assist county board chairman, county board as necessary. (Examples include 911, City of Quincy, Two rivers etc.)
- Shall attend and record minutes of all county board and committee meetings as requested by the County Board Chairman
- Other duties as assigned

- In the performance of his/her duties the Executive Assistant may consult with legal counsel, with the approval of the County Board Chairman, for matters pertaining to county operational compliance and human resources matters.
- In the performance of his/her duties the Executive Assistant shall have direct and unimpeded access to the Human Resource consultant provided through CIRMA.
- Prepare and proof official County reports for delinquent tax sales and Delinquent Tax Lists
- Other similar tasks as assigned

Qualifications:

- A bachelor degree in human resources, business, accounting, public administration, or other related field. The candidate should have a broad knowledge and at least 5 years of professional experience in employment law, employment processing, record keeping, budgeting, organizational planning, organizational development, employee benefits administration, employee relations, risk management, safety and training.
- The candidate should be comfortable with using and have a working knowledge of various information technology systems, hardware and software including being proficient in using Microsoft Office applications
- The chosen candidate will have a strong professional presence, a high level of integrity and intelligence, be an effective communicator and demonstrate outstanding leadership and management skills. He or she must be a consensus builder, a good listener, innovative and decisive and willing to take reasonable risk. The County is looking for an individual that is results oriented, fiscally- conservative and able to keep all levels of the organization fully informed.
- Adams County residency is required within 90 days of starting employment

Resumes:

Resumes should be forward to:

Search Committee  
C/O Adams County Clerk  
Chuck Venvertloh  
507 Vermont, Suite 2G  
Quincy, IL 62301