Resolution No. 57-18
Resolution to Establish the non-limited 1.0 FTE Position of Administrative Assistant to the County Administrator

TO THE HONORABLE CHAIRPERSON AND SUPERVISORS OF THE COUNTY BOARD OF THE COUNTY OF POLK:

Ladies and Gentlemen:

WHEREAS, in 2010, the County established the office of County Administrator; and

WHEREAS, pursuant to Wisconsin Statute Section 59.18, the office of County Administrator may appoint an administrative assistant and staff assistants as necessary, provided that such positions are established and funded by county board; and

WHEREAS, in 2012, the County established the position of Executive Assistant within the Department of Administration, having, under the direction of the Finance Director, the responsibilities to provide general organizational support to the County Administrator and to perform fiscal support functions essential to the delivery of financial services administered by the Department of Administration; and

WHEREAS, it is essential to the effectiveness of office of the County Administrator that a full time position of Administrative Assistant be established to support as necessary those functions and responsibilities required to be carried out by the County Administrator; and

WHEREAS, the 2018 operating budget of the Department of Administration provides authorization and funding for a 0.50 FTE administrative support position, in addition to the 3.0 FTE administrative positions which are presently filled;

WHEREAS, the UW-Extension Regional Director has recommended elimination of the part-time administrative support position of the Polk County UW-Extension Office as part of the initiative to expand 4-H program services; and

WHEREAS, the General Government Committee has recommended to the County Board to establish a 1.0 FTE Administrative Support position designated to and under the direct supervision of the County Administrator and to authorize the interdepartmental budgetary transfers necessary to fund such position.

NOW, THEREFORE, BE IT RESOLVED that, effective on passage, that there be established the position of Administrative Assistant to the County Administrator, as 1.0 FTE non-limited position with full benefits as afforded pursuant to the County Personnel policy.

BE IT FURTHER RESOLVED that, effective upon passage, that the Polk County Board of Supervisors eliminates the 0.8 FTE part-time administrative support position of the Polk County UW-Extension Office and transfers the unexpended personnel funds for said position as appropriated in the 2018 budget to the appropriate personnel lines Department of Administration to fund the position of Administrative Assistant to the County Administrator.

BE IT FURTHER RESOLVED that the County Administrator is authorized to fill the position of Administrative Assistant to the County Administrator immediately.

BE IT FURTHER RESOLVED that the County Administrator is, in coordination with the Employee Relations Director, authorized to create a position description of said position with required qualifications of a bachelor's degree and other qualifications that the County Administrator deems appropriate.

BE IT FURTHER RESOLVED that, pursuant to Wisconsin Statute Section 65.90(5) and relevant provisions of the County Finance policy, the General Government Committee, acting as the finance committee, may authorize the transfer moneys from the 2018 departmental budget of the Office of Corporation Counsel to the Department of Administration sufficient in amount to adequately fund the position of Administrative Assistant to the County Administrator.

BE IT FURTHER RESOLVED that the Employee Relations Director is directed to revise and the position description of the Executive Assistant position of the Department of Administration consistent with this resolution to provide administrative support to the Finance Director and to carryout fiscal functions of the Department of Administration under the supervision of the Finance Director.

BE IT FURTHER RESOLVED that this resolution is effective upon passage.

Offered and Submitted on this 17th day of July, 2018.

BY: _____
Brad Olson, Supervisor, District #1

_____
Doug Route, Supervisor, District #2

_____
Dean Johansen, Chair,
Supervisor, District #3,

_____
Chris Nelson, Supervisor, District #4

_____
Tracy LaBlanc, Supervisor, District #5

7/6/18
Brian Masters, Supervisor, District #6

_____
Michael Prichard, Supervisor, District #7

_____
James Edgell, Supervisor, District #8

_____
Kim O'Connell, Supervisor, District #9

_____
Larry Jepsen, Supervisor, District #10

_____
Jay Luke, 1st Vice Chair,
Supervisor, District #11

_____
Michael Larsen, Supervisor, District #12

_____
Russell Arcand, Supervisor, District #13

_____
John Bonneprise, 2nd Vice Chair,
Supervisor, District #14

_____
Joe DeMulling, Supervisor, District #15

Fiscal Impact Note: The resolution presents no financial impact to the 2018 operating budget. The resolution does amend the 2018 operating budget without additional appropriation by reallocating sums already in the 2018 budget from the departmental budgets identified in the resolution.

Legal Impact Note: Passage of the resolution presents no legal impact. The resolution involves an amendment to the 2018 budget and requires publication within10-days of passage to retain its legal effect.

Reviewed By County Administrator:
Approved as to Form and Execution:

_____
Jeffrey B. Fuge
Interim County Administrator/Corporation Counsel

Excerpt of Minutes

At its regular business meeting on the 17th day of July, 2018, the Polk County Board of Supervisors acted upon Resolution No. 57 -18: Resolution to Establish the non-limited 1.0 FTE Position of Administrative Assistant to the County Administrator, as follows:

- ☐ Adopted by two-thirds of the members of the board of supervisors by a vote of _____ in favor and _____ against.
- ☐ Adopted by unanimous voice vote.
- ☐ Adopted as amended. See Below.
- ☒ Other: Tabled 7-17-18

Insert amendment to resolution according to minutes:

SIGNED BY:

_____
Dean Johansen, County Board Chairperson

ATTEST:

_____
Sharon Jorgenson, County Clerk

Certification of Publication

The above resolution and an excerpt of the minutes to the meeting of the Polk County Board of Supervisors for its meeting held on the 17th of July 2018, were published in accordance with Section 65.90 in the Inter-County Leader on the _____day of July 2018.

_____
Sharon Jorgenson, County Clerk

Resolution was tabled at 7-17-18 County Board Meeting.