

# **ALLEGAN COUNTY**

## **EQUALIZATION DIRECTOR**

### **General Summary**

Under the direction of the County Administrator, directs surveys of assessments and provides the Board of Commissioners with the information necessary to adopt the annual County equalization in accordance with applicable Michigan general property tax law. Communicates these findings to the various taxing jurisdictions as it affects assessed and taxable values and millage rates. Conducts studies and related analysis of the six classes of property to assure proper equalization of property value throughout the county.

### **Essential Functions**

1. As a supervisor, is responsible for hiring, training, assigning work, reviewing and evaluating performance, and dealing with employee relations issues. Assists and directs staff in the process of equalization through state-mandated appraisal studies and reports.
2. Supervises, plans, directs and develops departmental policies and procedures, makes staffing decisions, and exercises control over the Equalization Department with direct managerial authority over supervisory, professional, technical and clerical employees.
3. Plans, directs, checks, and reviews the work of staff members engaged in the collection, analysis, recording, and evaluation of data relative to property valuation and assessment
4. Monitors the progress of staff in attaining goals and deadlines for the annual preparation of the equalization report, assessment rolls, apportionment report, tax bills, tax rates, valuation change notices, and County warrant
5. Develops and presents proposed budget to the Board of Commissioners Monitors expenditures and ensures compliance with budgetary guidelines. Oversees the preparation and submission of vouchers for payment of bills on a monthly basis
6. Develops and implements procedures to assure the equitable survey of assessments to determine cash or market value of real and personal property.
7. Oversees the annual equalization study of the assessed value and true cash value of all six classes of property Determines the total value of the County and each assessing unit for County and state equalization using only those methods prescribed by the State Tax Commission Recommends to the County Board of Commissioners the equalization factors for those units not meeting their 50% assessment requirement
8. Audits the tax limitation calculations for each of the taxing, authorities within the county including the Headlee Amendment, Truth in Taxation and Truth in Assessing Provides a report with the information on each taxing authority in the county and the State Tax Commission

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9. Compiles data from local units and prepare the Apportionment Report and War-rants showing the tax spread to all local units of government.
10. Compiles year-end equalization studies for summation to the County Board of Commissioners in the annual Equalization Report.
11. Supervises the collection and implementation of data to be used in the department's production of tax bills and tax rolls for various units of government
12. Reviews, interprets, and implements tax legislation, State Tax Commission (STC) bulletins, and administrative directives as they pertain to assessment, equalization, tax billing, and other departmental functions
13. Coordinates the implementation of Geographic Information System (GIS) technology with the equalization process and the subsequent sharing of equalization information with the GIS Department to produce various products by each department
14. Represents the County Equalization Department at departmental, STC, State Assessors Board (SAB), and other professional organization meetings Meets with various groups in the community to explain the assessing and equalization process.
15. Provides training in property valuation techniques to local assessors, assists local officials with difficult property valuations when possible or directs them to an appropriate expert from a list of resources maintained by the Equalization Department
16. Acts as Damage Assessment Estimator in the Emergency Operations Center with the Damage Assessment Coordinator compiling the property damage estimates from the staff and submitting them to the Federal Government
17. At the direction of the STC, acts as the assessor directing the assessment function in those assessing units unable to provide a properly certified assessor
18. Keeps abreast of appraisal practices, real estate market trends, recent court rulings, proposed legislation, economic conditions, and tax commission rules and bulletins Attends meetings of professional organizations to become informed and educated in regard to assessment and equalization administration practices

### **Other Functions**

19. None listed

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

*EQUALIZATION DIRECTOR (12/9/00)*

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## **Employment Qualifications**

**Education:** Bachelor's Degree in business or a related field with coursework in property appraisal, assessment administration, accounting and management.

**Experience:** Five years of progressively more responsible experience in appraising all types of property with some supervisory/administrative experience.

**Other Requirements:** Level IV certification from the State Assessors Board. Possession of a Personal Property Examiner Certificate. Possession of a valid Michigan Driver's License.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Walking over uneven terrain to conduct appraisals of property and structures.

Climbing stairs in order to conduct appraisals of structures.

Bending, stooping and kneeling to make measurements and appraisals.

Ability to enter and access information from a computer terminal.

Ability to travel throughout the county.

Ability to lift and carry tax rolls, maps and other items weighing up to 50 \*lbs.

Ability to file and retrieve documents from departmental files.

## **Working Conditions:**

Travels to various sites throughout the county to make appraisals and examinations.

Works outside in varying weather conditions.

Exposure to animals on properties being studied.

Exposure to noise, fumes, and heat of factories and other properties being studied.

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## **COUNTY CLERK AND REGISTER OF DEEDS**

### **General Summary**

As an elected official, is responsible for directing the activities of the County Clerk and Register of Deeds Offices. As the County Clerk supervises vital records and circuit court clerk staff, oversees the processing and maintenance of all records of these operations, and performs or oversees the performance of all statutory functions of the office. Serves as Clerk to the County Board of Commissioners, as chief elections official of the county, and as clerk to various board and committees. As the Register of Deeds supervises recording and maintenance of all permanent records of real and personal property within the county and assisting the public with searches of these records. Responsible for the security of all records. Supervises staff, oversees and participates in the processing and maintenance of all records of the offices, and is responsible for the financial and administrative functions of the offices.

### **Essential Functions**

1. As a manager, is responsible for hiring, training, assigning work, reviewing and evaluating performance, and dealing with employee relations issues.
2. Directs the administrative functions of the office including administering the department budget and monitoring expenditures to ensure compliance with the established budget. Oversees the accounting functions of the office. Prepares the annual report for the offices of the County Clerk and Register of Deeds.
3. Ensures that all office procedures are in compliance with existing statutes and that accounts are kept in accordance with generally accepted accounting principles. Keeps current on pending legislation and new laws that affect office operations.
4. Through intermediate supervisors, oversees staff engaged in opening files and processing the documents related to criminal, civil and domestic relations cases of the Circuit Court. Oversees the drawing of juries for the County courts and other functions related to juries.
5. Through intermediate supervisors, oversees staff engaged in \*receipting, processing, indexing, and maintaining vital records.
6. Responds to questions and requests from the public related to functions of the Clerk and Register of Deeds Offices. Explains vital records, elections, recording property, and other functions of the offices to the public and clarifies procedures to other County and local government officials as needed.
7. Researches and reviews statutory and mandated changes in processes and procedures required by newly adopted statutes, State Court Rules and Local Court Rules to determine the impact on existing office practices and procedures.

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8. Researches statutes and responds to questions regarding problems with real estate documents, Uniform Commercial Code documents and the mortgage foreclosure redemption process. Makes final decision on laws pertaining to recording and filing.
9. Directs office projects, reviews reports, evaluates staff activities.
10. Serves as chief elections official for the county including proofing and ordering ballots, training election workers, advising local units of government and schools on elections, supervising the counting of ballots and delivering to the Canvassing Board for certification, reporting to the State Elections office, and performing other elections functions of the office.
11. Prepares for and meets with various boards and commissions such as Jury Board, Board of Canvassers, Election Commission, and Election Scheduling Committee. Locates qualified individuals to serve on these boards and commissions for election and/or appointment as needed.
12. Works with local clerks and Equalization Department staff to prepare tax warrants.
13. Responds to surveys, directs requests for information to other offices, and compiles information from various offices to respond to requests from the public.

### **Other Functions**

14. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

**Education:** This is an elected position and there is no requirement for education. For job evaluation purposes, the recommended education requirement is a Bachelor's Degree in Public Administration with coursework in management, employee relations, local government administration and related areas.

**Experience:** This is an elected position and there is no requirement for experience. For job evaluation purposes, the equivalent experience requirement is four years of progressively responsible governmental experience providing familiarity with the functions of the Clerk or Register of Deeds Offices'.

### **Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that*

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*should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Ability to retrieve and return books to storage shelving.

Bending and stooping to access departmental files and records and operate equipment.

Ability to enter and retrieve information from a computer.

Ability to sit and stand for prolonged periods to chair meetings and train precinct workers and local officials.

### **Working Conditions:**

Works in office conditions and travels to various locations in the County to attend meetings.

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## **COUNTY ADMINISTRATOR**

### **General Summary**

Under the direction and oversight of the Allegan County Board of Commissioners performs a wide range of difficult-to-complex administrative activities that serve to support effective and efficient county government operations; advises and assists the Board in planning, policy and operational matters; and directs and coordinates the administration of county government in accordance with policies determined and directives issued by the Board pursuant to all applicable state and federal laws and regulations.

### **Essential Functions**

1. Supervises staff in the Administration Department including, but not limited to, the responsibility for hiring, training, assigning work, approving leave time, reviewing and evaluating performance and dealing with employee relations issues.
2. Supervises appointed managers and functions of administrative departments including but not limited to: Budget and Finance, Central Dispatch, Emergency Management, Equalization, Facilities Management, Health Department, Human Resources, Information Services, Land Information Services, and Parks Recreation & Tourism. Responsible for the processes including, but not limited to: the hiring of department managers, assigning functions, approving leave time, and reviewing and evaluating managerial and departmental performance.
3. Prepares Board and committee meeting agendas with the assistance of the Board or Committee Chairperson and/or the County Clerk and attends meetings to advise, counsel, and present pertinent data and information to aid the Board in making decisions and establishing policies. Coordinates agendas with affected parties. Follows up on issues considered and decided upon at meetings. Acts as the first step and/or liaison for all matters to be considered by the Board of Commissioners.
4. Responsible for labor negotiations and the administration of all labor agreements within County government, except Act 312 eligible. Works with legal counsel and the Human Resources Director on litigated matters including arbitration, mediation and state administrative hearings.
5. Maintains the fiscal oversight of the County. Administers, reviews, and analyzes budgets including general operating, applicable county funds, and capital outlay. Approves major purchases, forecasts financial status, and creates and implements related policy.
6. Collaborates on federal/state/county/community issues such as child care and family initiatives. Participates in planning of county infrastructures including facilities, capital outlay, budget, and critical long-range needs.
7. Coordinates matters regarding corporation counsel work and seeks legal advice and opinions for the Board. Exercises settlement authority with established limits and recommends action on other matters to the Board. Coordinates independent auditing services and other contractual and professional services.
8. Provides assistance to the Board and committees of the Board to facilitate action on matters requiring their attention such as policy review, contract review, contract negotiation, and liaison with other boards and agencies. Investigates and researches various issues and projects assigned by the Board and reports the results with possible alternatives and recommended courses of action.

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9. Confers with all county departments and seeks to resolve operating problems within current practices and policies. Revises and develops policy dealing with new or changing circumstances for consideration of the Board. Advises departments of relevant Board and committee actions.

10. Represents the County Board of Commissioners, and acts as liaison between the Board and county departments, other elected officials, local units of government, various agencies, and other committees on federal, state, county, and community issues.

11. Acts as the County representative to the Michigan Municipal Risk Management Authority and maintains responsibility for the administration of all liability claims.

12. Serves on the County Building Authority.

13. Reviews County contracts and serves as grant administrator for grant-funded County programs.

## **Other Functions**

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

## **Employment Qualifications**

**Education:** Bachelor's Degree in Public or Business Administration, Master's Degree preferred, and/or a combination of education and experience that would be beneficial to the position as determined by the Allegan County Board of Commissioners within its sole discretion.

**Experience:** Seven or more years of responsible administrative/supervisory experience in local government.

1. Knowledge: Principles and practices of business administration including general accounting and fiscal management practices; governmental budgeting; personnel practices and employment laws, office procedures and business operating systems; and the appropriate method and means of dealing with human behavior situations in a variety of circumstances.
2. Skill: Communicate effectively, verbally and in writing, with and in a diverse range of audiences and settings; persuasion and negotiation of conflicts and problems; assessing operational, program, staffing and fiscal needs; interpreting legal documents, law and government regulations; evaluating fiscal and financial reports, forms and data; analyzing complex written documents; identifying and resolving administrative problems; working long and irregular hours under pressure conditions; delegating responsibility and achieving results through subordinates; and maintaining order in an environment of changing priorities.

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## **Other Requirements:**

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**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Ability to access departmental files.

Ability to enter and retrieve information from computers.

Ability to access all locations of County government.

## **Working Conditions:**

Works in office conditions.

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## COUNTY DEVELOPMENT DIRECTOR

### General Summary

Under the direction of the County Administrator, the Parks Commission, the Tourist Council and the Planning Commission, plans, develops, and administers a comprehensive program to manage county parks facilities and programs; tourism development and promotion; and economic development opportunities for Allegan County. Responsible for all personnel, financial, and other administrative functions of the department.

### Essential Functions

1. Responsible for recommending the number of staff and defining responsibilities, hiring full-time, part-time and seasonal staff, training, scheduling, assigning work, evaluating performance and handling employee relations issues.
2. Responsible for overall planning, developmental, implementation and financial management of the department, includes developing and administering the budget, authorizing expenditures or recommending approval to the Commission, overseeing the collection of fees, and performing departmental accounting.
3. Oversees all developmental and improvement projects, includes working with contractors, departmental staff and others in the planning and supervising of such projects. Prepares cost estimates and makes recommendations on projects to the Parks Commission.
5. Works with the Parks Commission, the Tourist Council, the Planning Commission and County Administration to establish the goals and objectives of the department and develops policies to assist in directing operations and attaining those objectives.
6. Directs the organization, improvement, and maintenance of all parks areas and facilities.
7. Develops and manages a park law enforcement system that includes enforcement staff and a computerized and paper system of tracking park violations and vandalism.
9. Regularly inspects parks and facilities in order to evaluate parks operations and the work performed. Evaluates health and security risks for workers and parks users and initiates and updates safety procedures.

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## COUNTY DEVELOPMENT DIRECTOR

13. Oversees media relations with newspapers, radio, and television and coordinates promotional projects. Supervises the preparation of promotional materials, prepares media releases, conducts radio programs, and initiates other promotional methods.
17. Manages the acquisition of park lands, as directed by the Parks Commission and upon approval of the Board of Commissioners, and supervises the planning, development, and maintenance of these lands to provide park facilities.
18. Maintains liaison with various federal, state and local agencies; helps coordinate community development projects with other agencies.
19. Prepares grant proposals and applications as may be required for park, tourism and economic development projects. Administers all grants through closure.
20. Assists in the preparation, regular review, and updating of long-range community development plans such as the comprehensive county Master plan, parks and recreation master plan, and other special plans associated with the planning and development of the community.
21. Serves as the Executive Director of the Allegan County Tourist Council.

### Other Functions

22. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### Employment Qualifications

**Education:** Bachelor's Degree in Business, Park or Public Administration or closely related area. Master's degree is highly desirable.

**Experience:** Four years of progressively responsible experience in parks and recreation management, municipal government management, and/or economic and community development with responsibility for departmental planning, personnel management, and financial management.

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## COUNTY DEVELOPMENT DIRECTOR

### **Other Requirements:**

- Valid Michigan Driver's License.
- Ability to obtain State of Michigan Certified Pesticide Applicator's License
- Ability to communicate effectively and professionally both orally and in writing.
- Ability to motivate staff and serve as a team player.
- Knowledge of principles and practices of the management and administration of economic development, park management and development and tourism marketing and promotion.
- Knowledge of principles and practices of organization, administration, budgeting, and personnel management.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to develop and administer annual and long-range programs and budgets.
- Ability to supervise, train, and evaluate assigned staff.

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**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to regularly travel to the various parks locations.  
Ability to walk over uneven terrain in order to inspect trails and parks.  
Squatting, stooping, kneeling to develop and inspect trails.  
Extensive walking to inspect parks.  
Ability to access the various locations of the parks.

### **Working Conditions:**

Works in office conditions and the various parks locations.  
Works outside in varying weather conditions.  
Exposure to equipment where risk exists of getting burned, bruised or scraped.  
Exposure to environmental allergens such as grass, weeds and pollens.  
Exposure to poisonous plants while working in the field.

# ALLEGAN COUNTY

## COUNTY TREASURER

### General Summary

Serves as the elected County Treasurer and is the main custodian of County funds. Responsible for all funds coming into the County, investment of idle funds, securities and monies held in financial institutions, collection of delinquent real and personal property taxes, reconveyance of property, and certification of deeds, plat maps, and other documents. Supervises all tax records and accounting staff.

### Essential Functions

1. Supervises staff of the Treasurer's Office including interviewing and hiring, overseeing training, assigning work, scheduling, reviewing performance, and dealing with employee relations issues.
2. Directs the administrative functions of the office including responsibility for administering the departmental budget and monitoring expenditures to ensure compliance with the established budget. Oversees the accounting functions of the office.
3. Ensures that all office procedures are in compliance with existing statutes and that accounts are kept in accordance with generally accepted accounting principles. Keeps current on pending legislation that could affect office operations. Assists in drafting and responding to proposed tax legislation.
4. Receives and is custodian of all County monies and accounts including delinquent taxes, state, federal revenue, interest income, dog licenses, trailer taxes, penal fines, and revenues from other county departments.
5. Manage the County's investment portfolio, in accordance with the County investment policy and PA 20, and the time constraints associated with those dollars. Invests all surplus funds, including researching investment alternatives and investing funds for other County agencies. Oversees all banking functions of the County and monitors all accounts, bank fees, and cash flow. Oversees and maintains drain investments. Prepares RFP's and oversees bank service providers for the County.
6. Provides quarterly and annual reports to the County Commission and advises them of the performance and composition of the County's portfolio. Reports on changes in the State of Michigan's laws that affect the operation of the county treasurer's office.
7. Oversees the daily collection, and posting to the proper account, funds from taxpayers, County departments, the state, and other outside agencies.

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8. Oversees the preparation and distribution of tax bills and delinquent tax notices and oversees the distribution of delinquent taxes to all units that levy millage within the County. Coordinates the distribution of tax bills with the Equalization Department and townships.
9. Oversees the certification of deeds, plat maps and other documents pertaining to tax histories.
10. Oversees preparation of all reports required of the Treasurer's Office including census related reports to assist the state in determining shared revenues, library and penal fines distribution report, monthly expenses of sale report, and various other reports.
11. Oversees employees engaged in issuing and mailing payment notices for County dog licenses. Conducts the dog census in co-operation with Sheriffs Department.
12. Conducts tax foreclosure sale of delinquent properties. Calculates, conveys, and collects for the redemption of property sold at the tax sale and for the reconveyance of property for the state.
13. Oversees bankruptcy filings and represents the County in bankruptcy court.
14. Assists local treasurers in areas such as administration, tax collection, new legislation, and personal property taxes. Responds to problems of taxpayer related to functions of the Treasurer's Office. Explains tax collection processes and other functions of the office to the public and clarifies procedures to other County and local government officials as needed.
15. Represents the County in communications with all local units of government and the state on matters pertaining to tax collection.
16. Calculates the charge back of taxes process necessitated by Michigan Tax Tribunal and Board of Review Orders or when property becomes state owned. Works on Tax Tribunals.
17. Serves as a member of the Plat Board, Board of Elections, Economic Development Corporation, and on other temporary boards and committees such as Health Insurance Selection Committee, Retirement Plan Selection Committee, MACT Investment Committee, and MACT Legislative Committee, as requested.
18. Acts as a facilitator and resource to taxpayers, County departments and administration, and federal, state and local officials, especially as it relates to departmental dollars to help them maximize the rate of return while those dollars await use.

### **Other Functions**

19. Explains the 401A defined contribution plan to new employees, as requested by the Human Resources Department.

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## **Employment Qualifications**

**Education:** This is an elected position and there is no requirement for education. For job evaluation purposes, the recommended education requirement is a Bachelor's Degree in Accounting, Investment, or related area, including coursework in data processing and management.

**Experience:** This is an elected position and there is no requirement for experience. For job evaluation purposes, the recommended experience requirement is five years of progressively responsible accounting/investment experience.

## **Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Ability to access office files.

Ability to enter and access information using a computer.

## **Working Conditions:**

Works in office conditions and travels throughout the County to visit businesses and to attend meetings.

# ALLEGAN COUNTY

## DIRECTOR OF EMERGENCY MANAGEMENT

### **General Summary**

Under the direction of the County Administrator, directs and coordinates the response to large scale emergencies and disasters that occur in the county including natural, technological, nuclear, domestic, homeland securities, and counter-terrorism incidents. Develops, implements, and communicates plans for emergencies. Ensures that all key elected and other officials are notified of an emergency situation. Updates emergency response plans and provides training to emergency workers.

### **Essential Functions**

1. Develops emergency management standards using EMD Pub-206 A as a guide.
2. Coordinates emergency planning efforts with political jurisdictions in the County and acts as their agent in securing disaster relief monies.
3. Develops and coordinates drills and exercises carried out in preparation for emergency response or disaster situations.
4. Serves as advisor to the Chairperson of the Board of Commissioners during emergency operations.
5. Equips and maintains the Emergency Operations Center including coordinating efforts of staff, modification of disciplines from the plan, and other appropriate responses during emergency and non-emergency operations and exercises.
6. Coordinates the County's planning effort for off-site plans for the Palisades Nuclear Plant, the updating of such plans, security issues, and the distribution of those plans.
7. Make presentations to schools, service groups, civic groups, governmental departments, and care facilities to raise awareness of emergency management and advise on the best tornado shelter and other emergency procedures.
8. Conducts hazard identification, capability assessment, and vulnerability analyses to identify the hazards posing the greatest danger. Works with local officials to develop hazard mitigation program.
9. Identifies special populations in the county, such as the homebound, recreational locations and other populated areas to ensure adequate transportation in emergencies.
10. Inventories, inspects, and calibrates radiological equipment and kits. Investigates opportunities for the maintenance and upgrade of equipment.
11. Prepares a preliminary departmental budget based on past experience and future expectations. Monitors the budget throughout the year to ensure that expenditures are within budget guidelines.
12. Prepares and submits all forms pertaining to federal and state funding including forms required to obtain disaster relief funding. Investigates, reviews and proposes grant funding when available.
13. Establishes and maintains relations between utility companies, state agencies, federal agencies, and surrounding jurisdictions through attendance at meetings, conferences, and seminars.

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14. Attends and participates in conferences, seminars, workshops, professional associations and continuing education classes to keep abreast of the latest methods and techniques in all facets of emergency management.
15. Must be available to respond to emergency calls 24-hours a day, 7 days per week. When not available, is responsible for securing a replacement and notification of the change accordingly.
16. Coordinates volunteer operations and personnel assigned to perform emergency services and homeland security operations, including severe weather, and search and rescue operations.
17. Prepares and conducts training for employees, volunteers and others related to emergency operations, security operations, disaster preparedness, and counterterrorism.
18. Represents Allegan County for emergency operations, including homeland security, as designated.
19. Monitors for potential threats, analyzes situations, develops and maintains contingency plans as a proactive measure for Allegan County.
20. Prepares and maintains related documentation, records and reports related to all facets of emergency operations as required.

## **Other Functions**

21. Supervise part time staff or contracted staff including all associated duties involved in corrective action, work assignment and payroll processing.
22. Represents Allegan County as a staff member to the Local Emergency Planning Committee (LEPC).
23. Prepare the LEPC preliminary budget based on past experience, future expectations with the assistance of the LEPC. Monitors the budget throughout the year to insure that expenditures are within budget guidelines.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

## **Employment Qualifications**

**Education:** High school diploma with advanced coursework/seminars in emergency management, terrorism, hazardous materials, homeland security, and communications.

**Experience:** Four years experience in emergency preparedness including experience in coordinating the planning efforts of multiple political jurisdictions or agencies. Prior experience with communication systems common to a county/emergency operations.

**Other Requirements:** Certification as a Professional Emergency Manager [PEM] by the Michigan Department of State Police, Division of Emergency Management preferred. Must possess a valid Michigan Driver's license.

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**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description these include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Walking over uneven terrain to visit disaster sites.

Ability to enter and access information from a computer.

Ability to travel throughout the area.

Ability to file and retrieve documents from departmental files.

## **Working Conditions:**

Works in office conditions and travels to other locations to attend meetings and conferences, meet with public and private organizations regarding emergency planning, and throughout the county to assess damages after emergencies and disasters.

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## **CENTRAL DISPATCH DIRECTOR**

### **General Summary**

Under the supervision of the County Administrator, directs an enhanced 911 emergency telephone system and centralized emergency dispatch center responsible for dispatching all police, fire and EMS services within the County. Responsible for the maintenance of all communications and other equipment and the coordination and integration of systems including financial and personnel management, preparation and administration of the budget, policy and new program development.

### **Essential Functions**

1. As director of a department of emergency telecommunications personnel, is responsible for interviewing job candidates, administering employment tests, conducting background checks, and making hiring decisions.
2. Responsible for assigning work, timekeeping, reviewing and evaluating performance, disciplinary actions and other employee relations issues.
3. Develops dispatch policies and procedures and presents all policy matters to the Board of Commissioners or their appropriate Advisory Committees. Works with system users such as police, fire and EMS to review, monitor and modify policies and procedures as necessary. Ensures that procedures comply with local and state regulations.
4. Oversees and evaluates departmental response to calls for emergency services.
5. Oversees the operation and maintenance of communications and other equipment and ensures compliance with FCC regulations. Ensures that all equipment is properly operated and maintained.
6. Drafts and presents the departmental budget to the County Board of Commissioners. Approves expenditures as authorized and monitors expenditures to ensure they are within budgetary guidelines. Prepares reports and presentations for the Board of Commissioners. Develops long-range financial and capital plans.
7. Keeps the County Administrator and Board apprised of ballot issues, legislation, and other activities involving 9-1-1.
8. Implements plans for improving capabilities through technology such as computer aided dispatching implementations and upgrades.
9. Represents 9-1-1 to citizens, civic groups, other governmental entities and others to explain departmental operations and services. Provides public education and necessary marketing efforts to retain citizen approval for millage and surcharge renewal.

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## CENTRAL DISPATCH DIRECTOR

10. Coordinates services with emergency service agencies. Works closely with representatives of such agencies to ensure their needs are met and their concerns are addressed. Works toward standardization of communications equipment and procedures to improve emergency communications.
11. Develops and oversees recordkeeping systems of calls, complaints and other matters.

### **Other Functions**

None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

**Education:** Possession of a Bachelor's Degree in Criminal Justice, Public Administration, or related field or related experience.

**Experience:** Five years experience in a Public Safety capacity involving operation of computers, radio and telecommunications systems and providing a working knowledge of police, fire and EMS operations, including at least two years of prior supervisory experience.

**Other Requirements:** Certification as a LEIN operator and as an Emergency Medical Dispatcher preferred.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Ability to operate and troubleshoot problems with telecommunications equipment.  
Ability to enter and retrieve information from computers.

### **Working Conditions:**

Works in inside conditions but regularly travels to other locations to make presentations and represent the department.

# **ALLEGAN COUNTY**

## **DRAIN COMMISSIONER**

### **General Summary**

As an elected official, is responsible for directing all activities of the Drain Office and maintaining a comprehensive storm water management system. Supervises support staff and is responsible for the administrative and accounting functions of the office. Oversees the planning and operation of drain projects and the enforcement of all relevant laws and regulations. Ultimately approves or disapproves projects. Serves on various boards and commissions in the County.

### **Essential Functions**

1. Supervises staff of the Drain Office including interviewing and hiring, overseeing training, assigning work, scheduling, reviewing performance, and dealing with employee relations issues.
2. Directs the administrative functions of the office including administering the departmental budget and monitoring expenditures to ensure compliance with the established budget. Oversees the accounting functions of the office. Prepares the annual report for the Drain Office.
3. Develops policies and procedures to guide all operational and administrative activities of the office.
4. Ensures the secure maintenance of all departmental records such as drain districts, lake level control districts, lake improvement projects, and records concerning plat, condominium, subdivisions, industrial parks, and mobile home parks.
5. Oversees the maintenance of separate accounts for all drainage districts and charging of the proper accounts for maintenance work. Approves financial transactions for drainage districts including the issuance of payments to contractors and vendors and the identification of districts needing to be assessed.
6. Spreads the assessments of properties for drain projects based on the benefit derived from the project.
7. Establishes and implements water management and financing plans for future storm water management. Secures financing for water management projects, including bonding and apportionment of benefits to County residents and local units and attempting to secure alternative revenue sources. Prepares grant applications. Administers grants and prepares reports and other documents required by grant funding agencies.
8. Inspects drainage systems in need of maintenance. Contracts maintenance work and reviews work of contractors. Resolves complaints between property owners and contractors.

## **ALLEGAN COUNTY**

9. Inspects drain construction projects in progress to ensure compliance with plans and specifications. Checks such items as proper grade, placement of pipe, materials used, soil type, joints, headwalls, drop structures and other areas. Contracts the inspection of particularly large drain projects.
10. Represents the Drain Office at township, city, County and intercounty public meetings regarding drainage matters, both private and public. Works with department of Environmental Quality (DEQ) representatives regarding wetlands problems and violations and represents the office to other outside agencies.
11. Represents the office with developers, engineers, attorneys and others regarding functions of the drain office. Confers with consulting engineers regarding the application of County standards and specifications to subdivision and site plan development. Confers with various state agencies, other drain offices, attorneys, and property owners regarding drain related problems and projects.
12. Works with the attorneys on legal actions and administrative proceedings regarding the acquisition of land and easements for establishing or maintaining a drain, challenging the scope, necessity or legality of any drain or drain project, or the apportionment of benefits of the drain system.
13. Serves on various County boards and commissions such as the Parks and Recreation Commission, the County Board of Public Works, lake improvement boards, and the County Planning Commission.
14. Serves as enforcement officer for the Soil Erosion and Sediment Control Act. Contracts with Michigan Township Services to issue permits and conduct inspections. Reviews monthly reports to ensure compliance with the Act.
15. Hears citizen complaints regarding assessments at Day of Review hearings, explains process of determining assessments and recommends appropriate disposition of complaint. Appoints members to Board of Determination and ensures all legal requirements are met.
16. Serves as the primary contact with the print, radio, and television media representing the Drain Office and the County.
17. Responds to emergency situations related to drainage including applying for assistance under the Federal Emergency Management Act. Prepares applications, receives, administers, and accounts for funds, and prepares and submits required reports.
18. Attends conferences, seminars, workshops and continuing education classes to keep abreast of laws, regulations and rules which affect the office. Reviews and comments on proposed and new legislation that affects the administrative or enforcement duties of the Drain Commissioner.
19. Represents county and intercounty drain districts in court proceedings.

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## **Other Functions**

20. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

## **Employment Qualifications**

**Education:** This is an elected position and there is no requirement for education. For job evaluation purposes, the recommended education requirement is a Bachelor's Degree in Environmental Management, Civil Engineering, Agricultural Engineering, or Hydrology.

**Experience:** This is an elected position and there is no requirement for experience. For job evaluation purposes, the recommended experience requirement is five years of progressively more responsible experience providing familiarity with the drain code, drain systems, drain construction, and financial and accounting systems similar to that of the Drain Office.

### **Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Walking over uneven terrain to inspect construction projects.

Walking extended distances to inspect drains.

Stooping, kneeling and crouching to conduct inspections.

### **Working Conditions:**

Works in office conditions and travels to various locations in the County to inspect drain, sewer, and lake level maintenance and construction projects and to attend meetings.

Works outside in all types of weather conditions.

Exposure to equipment where risk exists of getting cut, bruised or scraped.

Exposure to environmental allergens and pesticides, herbicides and other chemicals.

Works in areas with loud noise [heavy equipment].

# **ALLEGAN COUNTY**

## **FACILITIES MANAGER**

### **General Summary**

Under the direction of the County Administrator, is responsible for the maintenance and repair of the mechanical systems of all County buildings. Directs, through supervisory staff, employees responsible for all custodial functions, maintenance and repair tasks in County buildings, mail, reprographics, and DPW. Develops specifications for projects to be contracted and oversees the work of contractors.

### **Essential Functions**

1. Directs, through supervisory staff, all custodial and maintenance staff and is responsible for hiring, overseeing the training, scheduling, assigning work, reviewing and evaluating performance, and dealing with employee relations issues.
2. Oversees the functions and staff responsible for mail, reprographics, maintenance and custodian activities. Develops, reviews and updates departmental policies and procedures to ensure the activities are carried out efficiently.
3. Develops, recommends and enforces management policies and procedures for the use of County facilities, parking areas and grounds during business and non-business hours. Responds to questions and concerns of building occupants and visitors. Works with and develops solutions to accommodate the needs and requirements of Department Heads, Elected Officials and the Commissioners.
4. Develops the Facilities annual budget including operating revenue and expenses along with capital improvement. Monitors expenses and revenues during the budget year and reviews and signs vouchers and billings.
5. Works closely with the Board of Commissioners and their committees to identify facility needs and develop plans to prioritize and fund the projects. Participates in long-range facility planning, real estate acquisition, disposal and lease management to accommodate the County's space needs.
6. Reviews and/or creates plans and blueprints to develop materials requirements and cost estimates of proposed and approved projects. Develops specifications, writes RFP's, analyzes bids, recommends contract awarding, and negotiates contracts for services, materials and supplies. Directs and manages the activities of contractors in the performance of their tasks.
7. Oversees the operations of the domestic water generation and the wastewater treatment system. Works with DEQ on compliance issues and plans necessary maintenance, replacement and upgrades to ensure system reliability.

## ALLEGAN COUNTY

8. Ensures that appropriate local, state and federal safety standards and compliance issues are maintained in all County buildings, grounds and other assets. Develops strategies for departmental safety procedures throughout County properties and water system.
9. Oversees the disposal, recycling, or reuse of County property. Assists with the annual County auction of properties.
10. Serves as a member of the Allegan County Building Authority which oversees all aspects of building projects which require bonding. Interviews and contracts with architects, contractors and construction managers. Oversees construction activities and makes decisions in response to requests by the Construction Manager and Architect.
11. Responds to and directs emergency activities related to County facilities.
12. Performs the work activities of the maintenance and custodial staff as necessary.

### **Other Functions**

13. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

**Education:** Two or more years of advanced coursework in mechanical systems, trades and construction and related maintenance areas. Bachelor's Degree in Facilities Management or related area preferred.

**Experience:** Six years of experience working in or with the maintenance and repair of mechanical, heating, cooling and ventilation systems, electrical, plumbing and other aspects of facilities maintenance and construction, including at least three years of supervisory/administrative experience.

### **Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description These include, but are not limited to, the following requirements*

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*Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Walks over uneven terrain to make repairs and inspections.

Extensive walking to inspect buildings.

Squatting, stooping, kneeling to maintain and repair facilities and equipment.

Climbing ladders and scaffolding to make inspections.

Lifting ability to remove and replace parts on building mechanical systems.

Ability to lift and move fixtures and other equipment involved in repair tasks.

### **Working Conditions:**

Works in confined spaces.

Works outside in varying weather conditions.

Works in all areas of County buildings.

Works in cramped body positions to perform maintenance and repairs.

Works in areas with loud noise.

Exposure to equipment where risk exists of getting burned, bruised or scraped.

Contact with oil and petroleum products.

Exposure to solvents, boiler chemicals and various other chemicals.

Exposure to gases and fumes.

Exposure to verbal and physical assaults of inmates and others.

Dealing with inmates with various mental disorders and communicable diseases.

# ALLEGAN COUNTY

## Budget And Finance Director

### General Summary

Under the general direction of the County Administrator, the Director of Budget and Finance is responsible for overseeing the Department of Budget and Finance. The Director must be able to perform complex budgeting, fiscal reporting and cost-effectiveness functions for the County and to oversee the preparation of the County's annual operating and capital budgets, including long-range strategic and financial planning. This position requires a comprehensive knowledge of the principles and practices of program and performance budgeting, accounting and financial management systems, as well as a general knowledge of managerial and organizational dynamics and strategic planning. Manage Budget and Finance Department providing financial information about County activities that will assist Administration, its Departments and other County users in making economic decisions about the County's future. To ensure that policies and procedures are being followed consistently throughout the County in order to safeguard its assets, to verify the accuracy and reliability of the accounting data and determine adherence to prescribed policies.

### Essential Functions

1. Serves as the Budget and Finance Director of the County.
2. Position Priorities: Strategic Planning, Performance Measurement, Financial Analysis, Policy Development and Deployment and implementation, Problem Resolution. Establishes financial reporting systems and controls to ensure compliance with County expenditure policies and to meet customer needs.
3. Supervises preparation of the County's five-year strategic and operational financial plan and reports to the County Administrator. Presents final draft/recommendations to the Board of Commissioners for approval.
4. Oversees preparation of revenue and expenditure forecasts for development of the County's budget and periodic revenue and expenditure reports to the County Administrator and as directed to the Board of Commissioners in accordance with generally accepted accounting principles (GAAP). Ensures timely and accurate budget analysis and financial review for the administrative team.
5. Monitors, analyzes, forecasts and reports on organizational revenues, audits and expenditures to maintain a balanced budget and ensure the effective delivery of all County services.
6. Directs monitoring and analysis of financial, economic and demographic trends for their past, present and future impact on the County's financial condition.
7. Supervises review of annual departmental budget proposals for compliance with the County's budget policies, County's goals, departmental goals and revenue estimates.
8. Participates in departmental budget hearings with the County Administrator and the Human Resources Director.
9. Coordinates production of the County's budget for presentation to the Board of Commissioners by the County Administrator.
10. Coordinates, directs and performs complex policy, managerial, operational and budgetary analysis.
11. Prepares quarterly reports for the County Administrator on departmental performance; develops appropriate and measurable criteria to hold each department accountable for fiscally sound performance in accordance with established policy and procedures.
12. Develops and conducts annual training on budget preparation for departmental heads and staff; provides ongoing coordination during their preparation of budget proposals. Develops and conducts orientation training for all new department heads and deputy department heads within 30 days of original hire.

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## Budget And Finance Director

13. Maintains the computerized budgeting system, changes to appropriations and coordinates control of user access with the IS Director.
14. Serves on the Allegan County Building Authority and oversees all aspects of building projects which require bonding. Participates in interviews with architects, contractors and construction managers.
15. Maintains the Debt Policy of the County.
16. Must be able to present oral and written reports in a clear and concise manner.
17. Serves as a member of various committees as coordinated with the County Administrator.
18. Individual must possess the specific life functions of being able to display the ability to learn, think, concentrate, interact with others and to speak to be qualified for this position. Individual must be aware of and able to respond and adapt to change and become proficient in those changes quickly.
19. The employee must be able to apply learned skills and knowledge to different factual situations, gather and analyze facts; develop options and solutions and to create new ways of viewing situations or approaching issues.
20. The employee must be able to interact with different groups of people during the course of a day. The employee must be able to work in a team-based environment and to make teamwork a necessity of the workplace.
21. The employee must be able to deal with stressful events (angry department personnel, individuals under investigation or unpredictable situations) in a professional manner continuously.
22. The employee is required to exercise "self control" at all times by adhering to the work rules, procedures and policies of the County.
23. Reviews a variety of related reports prepared by others.
24. Ability to interact with many types of personnel, elected officials and County Board of Commissioners.
25. Supervises employees in the Budget and Finance Department. Builds, develops and manages a department capable of carrying out needed initiatives. Must be able to delegate authority to ensure task accomplishment.
26. Stays abreast of trends and regulations to ensure effectiveness and compliance with finance functions.

### Employment Qualifications

**Education:** Bachelor's degree from an accredited college or university in public or business administration, finance or a closely related field. A Master's degree in a related field is highly desirable. CPA preferred. Employee must be GFOA certified or able to attain certification within 24 months of hire. Employee must maintain continuing educational credits annually to maintain certification.

### Essential Experience/Skills:

- Five or more years of progressively more responsible governmental budgeting with financial and operations analysis experience preferred, including one year of supervisory and administrative experience required.
- Leadership: a demonstrated ability to positively lead people and get results from others.
- Strategy and planning: An ability to think ahead and plan over a 1-2 year time span.
- Management: the ability to organize and manage multiple priorities.
- Problem analysis and problem resolution at both a strategic and functional level.
- Technical skills and experience in financial reporting and analysis, performance measurements and auditing.
- Employee training and development.

*BUDGET AND FINANCE DIRECTOR*

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**Budget And Finance Director**

- Strong customer/citizen/department orientation.
- Excellent interpersonal and communication skills.
- High performance and a strong team player.

**Other Requirements:** N/A

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:**

*This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodation will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.*

1. Ability to enter and retrieve data from computers.
2. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Working Conditions:**

1. Works in an office environment.
2. While performing the duties of this job, the employee is not exposed to weather conditions.
3. The noise level in the work environment is usually moderate.

# ALLEGAN COUNTY

## GEOGRAPHIC INFORMATION SYSTEM (GIS) DIRECTOR

### **General Summary**

Under the direction of the County Administrator, is responsible for all aspects of the GIS Department including hardware, software, budgeting, fiscal planning, production capacity and production prioritization. Uses aerial maps and researches existing maps, records and other pertinent data to create new data base maps suitable for the use of County departments and other governmental agencies. Integrates new GIS technology into daily operations of county fabric through education and public outreach.

### **Essential Functions**

1. As the supervisor of departmental staff, is responsible for hiring, training, assigning work, reviewing and evaluating performance, and dealing with employee relations issues.
2. Develops and presents proposed budget to the Board of Commissioners. Monitors expenditures and ensures compliance with budgetary guidelines. Prepares and submits vouchers for payment of bills on a monthly basis. Prepares the annual report for the GIS Department.
3. Trains and guides users of the GIS database in other County departments
4. Produces township, city, and village GIS hard copy and soft copy derivatives from county planning and zoning GIS database along with content analysis and content advice.
5. Works with the County Planning and Zoning Commission on the County's role in planning and zoning using GIS and serves as a technical resource and reference person to that Commission.
6. Presents on GIS topics, opportunities, developments, and capabilities to the County Administration and County Board of Commissioners.
7. Maintains proficiency in (map) basic programming language as needed to write programs to automate GIS procedures.
8. Follows developments in soft copy photogrammetric orthoimage modeling in order to save money in orthoimage acquisition.
9. Develops and writes grant requests and project proposals and seeks alternative sources of funding for GIS services. Acts as grant administrator and maintains positive relationship with grantor agencies. Implements and collaborates with other agencies in approved projects.

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10. Manages public and private requests for spatial data products from completed GIS database and other spatial data sources.
11. Understands and adheres to federal mapping standards where appropriate.
12. Keeps current on State of Michigan statutes relevant to mapping and space management.
13. Oversees the production of the biannual County plat book including design, layout, and content control. Designs and produces the official County road map on biannual basis.
14. Supervises quality control and maintenance for completed databases.
15. Prepares, justifies, coordinates, and integrates GPS (global positioning satellite) data to augment GIS spatial data accuracies.
16. Promotes and educates others on spatial data management, spatial data integration, and spatial data analysis as a paradigm shift away from conventional spreadsheet analysis.

### **Other Functions**

17. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

**Education:** Master's Degree in Geography or the geosciences with a concentration in geographic techniques or a related field.

**Experience:** Three years experience in computerized mapping and GIS applications, preferably in County government.

### **Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

## **ALLEGAN COUNTY**

Ability to enter and access information from the computer.

Ability to enter and retrieve information from departmental filing system.

Walking over uneven terrain to conduct fieldwork.

Lifting and moving computer equipment.

### **Working Conditions:**

Works in office conditions and travels throughout the County to various locations to attend meetings and conduct fieldwork.

# ALLEGAN COUNTY

## HEALTH OFFICER

### **General Summary**

Under the direction of the County Administrator, plans, develops, administers and implements policies and assumes leadership of the Health Department and its component programs. Formulates, recommends, and implements policies relating to the operation of the department in such areas as organization, personnel, budget and other management areas. Supervises enforcement of state laws and County regulations as provided in the Michigan Public Health Code of 1978. Represents the department in its relations with community groups, the public and other government organizations.

### **Essential Functions**

1. Plans, evaluates, and implements Public Health programs, determines quality assurance and provides necessary leadership.
2. Supervises staff directly and through subordinate managers to ensure a high level of professional service and the maintenance of health standards. Oversees the personnel management functions of employment interviewing and selection, training, assigning functions, scheduling, reviewing and evaluating performance, and addressing employee relations issues. Participates in interviewing and hiring all department personnel.
3. Attends various meetings including Health Services Committee, Michigan Health Officers Association, Michigan Association for Public Health Board of Directors, Southwest Health Officers Association, Worksite Wellness Advisory Committee, West Michigan Alive Board, Early Education Services Board, and Family Planning Board.
4. Directs the evaluation and maintenance of proper documentation for services rendered as required by the Michigan Department of Community Health and other funding agencies. Reviews activity reports and health records prepared by staff and assesses the quality of services provided.
5. Directs and monitors departmental budgeting, financial management, and personnel management activities. Identifies and ensures correction of problem areas.
6. Promotes health programs such as immunizations, family planning, and disease prevention, delivers speeches, and represents the department at public appearances, meetings, and community activities.
7. Implements Board of Health decisions regarding policies, procedures, services provided and programmatic and financial objectives.

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8. Provides direction and consultation in the investigation of communicable disease outbreaks, networking with related health agencies, clinics, Michigan Department of Community Health epidemiologist, local and state laboratories as required. May petition court to abate immediate health hazard.
9. Collaborates and cooperates with various local, state, and federal agencies concerning public health matters. Coordinates Health Department activities with other human services agencies and health organizations such as hospitals, nursing homes, health centers, provider clinics and related organizations.
10. Participates in the negotiation of and administers labor contracts, contracts for provision of services, procurement contracts, and state and federal contracts.
11. Supervises preparation of the Annual Report to be delivered to the County Board of Commissioners and the Michigan Department of Community Health as well as state and local news media.

### **Other Functions**

12. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

**Education:** Possession of a Master's Degree in Public Health, Public Administration, Business Administration, Management, or a related field.

**Experience:** Seven years of progressively more responsible public health administrative and programmatic experience.

### **Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements: Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Ability to access office files.

Ability to enter and access information using a computer.

Ability to travel throughout the county to various locations.

# **ALLEGAN COUNTY**

## **Working Conditions:**

Works in office conditions and travels to other locations to attend meetings and conferences.

# ALLEGAN COUNTY

## *HUMAN RESOURCES DIRECTOR*

### General Summary

Under direction of the County Administrator, administers the County's human resources and employee relations program. Develops policy and procedures to respond to changing labor laws and to meet the needs of the County. Oversees the employment selection process and ensures a competitive compensation system is maintained. Participates in contract negotiations and ensures that contracts are administered appropriately. Oversees and participates in performance management ensuring fair and consistent disciplinary actions are taken as appropriate. Provides training and assistance to department managers and employees on personnel related matters.

### Essential Functions

1. As supervisor of several staff, performs functions of hiring, training, assigning work, scheduling, reviewing and evaluating performance, and dealing with employee relations' issues. Develops benchmarks for staff improvement of services provided.
2. Develops, updates and reviews policy and procedures to comply with all applicable laws and the needs of the County.
3. Serves as member of the Administrator's Executive Team.
4. Participates as a member the County Administration Bargaining Team for all contract negotiations. Provides research and direction in response to grievances, fact-findings and other labor issues. Trains supervisors, elected officials, and department heads regarding contents of the various labor contracts and ensures that all contracts are administered consistent with contract language.
5. Manages and oversees the County's employee benefits programs including supervising the staff responsible for administering the programs. Researches new or enhanced benefit programs and makes recommendations to the County Administrator and Board for implementation of new employee benefits.
6. Maintains the County personnel files ensuring that all files are maintained in accordance with applicable laws and Department of Labor standards. Ensures confidentiality is maintained.
7. Participates in the annual budget process as it relates to personnel requests. Provides guidance, advice and assistance to departments requiring changes or additions to their existing workforce. Develops the HR Department's budget.
8. Provides advice, counsel and training to supervisors, department heads and elected officials relative to labor and legal matters affecting personnel.

*HUMAN RESOURCES DIRECTOR (7/1/09)*

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9. Provides support to the County Human Resources Committee at the direction of the County Administrator. Provides advice, assistance and counsel to the Committee members. Develops policies and resolutions for the Committee review and approval.
10. Administers the County's employment selection process including the posting and advertising of vacancies, participates in interviews and oversees background and reference checks of new employees.
11. Supervises and directs the County's Equal Employment Opportunity efforts. Ensures that the recruitment and selection process provides for equal employment opportunities. Meets with appropriate county and civic groups to encourage attainment of a representative workforce. Maintains appropriate EEOC files, reports and records.
12. Supervises and directs the orientation and in-service training programs, ensuring that training is provided to employees as appropriate to enhance job skills and knowledge.
13. Acts as the County gatekeeper for all safety related record keeping relative to MIOSHA standards and practices. Oversees the County's Worker's Compensation Program; communicates with injured workers; coordinates with insurer and workplace physician; prepares worker's compensation and MIOSHA reports; conducts injury investigations.

## **Supervisory Responsibilities:**

1. All supervisory duties associated with Human Resources Department.
2. Responsibilities include hiring, orientation process, training, scheduling, developing, coordinating, counseling, budgeting, directing, promoting, disciplining, terminating and necessary performance.

## Knowledge/Skills/Abilities Required

### **Knowledge of:**

1. Principals and practices of human resources, public administration and county government.
2. Research methods, techniques, and report preparation and presentation.
3. Principles underlying laws and regulations pertaining to County government and human resources.
4. Budget preparation and presentation.
5. Principles and practices of effective public relations.

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## **Ability to:**

1. Learn County programs, issues, and resources available to resolve County problems.
2. Analyze a variety of administrative, operational, fiscal and social problems and make sound recommendations for solutions.
3. Develop procedures and programs.
4. Communicate effectively with a wide variety of staff, elected officials and the public in face-to-face, one-on-one and group settings.
5. Produce written documents with clearly organized thoughts with proper sentence structures; punctuation and grammar.
6. Establish and maintain proper working relationship with peers, staff, and the public.

## **Skills in:**

1. Developing short and long-range plans.
2. Establish priorities and organize work.
3. Management and supervision of personnel.
4. Use of computers and commonly used office software and equipment.

## Minimum Qualifications

Education: Bachelor's Degree in human resources management, business or public administration with substantial coursework in personnel administration. Master's Degree in human resources and employee or labor relations preferred.

Experience: Six or more years of experience in personnel administration with prior appropriate governmental experience preferred.

Other Requirements: Any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities to perform the duties of the position. Demonstrated proficiency in Microsoft Office programs. Valid Michigan Driver's License.

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*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

## Physical Requirements

*[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Ability to access all County locations.  
Ability to enter and access information from a computer.

## Working Conditions

Works in office conditions but is required to travel to all County locations.

# ALLEGAN COUNTY

## Information Services Director

### General Summary:

Under the direction of the County Administrator, responsible for the overall planning, organizing, and execution of all IS functions at the location. This includes directing all IS operations to meet customer requirements as well as the support and maintenance of existing applications and development of new technical solutions.

### Essential Functions:

1. Consults with the County Administrator to determine information requirements of the Board of Commissioners, department heads, and/or the Courts, to determine boundaries and priorities of new projects, and to discuss system capacity and equipment acquisitions.
2. Provides technology based leadership to all Departments, and in doing so maintains open communication with all Department Heads.
3. Reviews project feasibility studies. Establishes work standards and time line goals for projects.
4. Prepares progress reports to inform County Administrator of project status and deviation from goals.
5. Assists departments in work flow analysis, decision making, and business process re-engineering utilizing technology based resources.
6. Contracts with specialists, technical personnel, or vendors to solve problems.
7. Revises computer operating schedules to introduce new program testing and operating runs.
8. Reviews reports of computer, telephone and peripheral equipment production, malfunction, and maintenance to ascertain costs and plan operating changes.
9. Analyzes department workflow and workers' job duties to recommend reorganization or departmental realignment within the County.
10. Provides direction to assists staff to diagnose and solve computer equipment problems.
11. Provides leadership in technical projects such as writing equipment specifications or developing computer programs for specified applications.
12. Analyzes complex business needs presented by the user community and/or clients and recommends technical solutions
13. Ensures the consistency and maintainability of existing applications by creating, maintaining, and enforcing standards/procedures for implementing technical solutions
14. Directs operations in executing production tasks according to a documented schedule that meets or exceeds customer expectations
15. Produces detailed time line for each application release and implements effective project control by monitoring the progress of the software release and reporting the status

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16. Directs and prioritizes the work load of departmental personnel
17. Reviews all designs, code and unit test plans where applicable
18. Approves all business requirements prior to the technical solution
19. Participates on all hardware and software evaluations and maintains vendor contracts
20. Attends scheduled Department Head meetings and other meetings as necessary representing I.S. functions
21. Directs education programs for her/his staff
22. Performs liaison duties between users, operations, and programming personnel in the areas of systems design, modifications or trouble shooting
23. Performs salary administration and conducts interviews and makes recommendations for new hires, consultants and/or replacement personnel.
24. Conducts periodic performance evaluations on I.S. personnel.

## OTHER FUNCTIONS:

N/A

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

## **INTERNAL/EXTERNAL RELATIONSHIPS:**

Daily contact with users of information technology equipment and systems, including County employees and managers, to plan and implement systems requirements, resolve user problems, obtain authorization for requests and serve on appropriate committees. Weekly to monthly contact with vendors to schedule service or evaluate compliance of equipment with specifications, and with contractors to provide work direction. Monthly contact with representatives of the State, County, Courts and private agencies to coordinate the creation and installation of telecommunication networks/computer networks and new software systems.

## **IMPACT OF SERVICES/OPERATIONS:**

The position affects the availability of effective information systems to users. Proper performance ensures continuous user access to services, timely remedy of hardware and software problems within the network, and provision of accurate information regarding costs and functions of available systems.

## Employment Qualifications:

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Experience in implementing effective and innovative software development methodologies
- Operations experience in a production environment
- Proven ability to lead a progressive IS group
- Ability to communicate technical concepts to technical and non-technical audiences
- Solid writing skills

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- Ability to manage multiple concurrent projects and motivate professional staff
- Analytical and problem solving skills
- Demonstrated aptitude for learning new technologies
- Broad knowledge of data processing systems, concepts, and methodologies
- Understanding of general business, health care, and health coverage issues

**Education:** Bachelors Degree in Business or a Technology related field.

**Experience:** Minimum five (5) years experience within Information Technology Experience in the following technologies/products

- Microsoft 2003 Server
- MCSE
- AS 400 Systems
- Multi-line telephone systems
- Records Management systems integration with PC technology is desired.
- Previous Management or Supervisory experience.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Lifting, stooping and bending to examine equipment.

Ability to travel.

Ability to enter and access information utilizing a computer.

## **Working Conditions:**

Work is performed mainly in an office setting, with exposure to low levels of noise from computers and peripheral equipment. May view a computer screen up to 4 hours a day.

# ALLEGAN COUNTY

## MEDICAL DIRECTOR

### **General Summary**

Under the administrative direction, is responsible for overseeing the development and evaluation of standards of medical care throughout the agency, providing medical direction to the agency's medical staff, and advising the Health Officer in matters of medical policy. Establishing and maintaining effective working relationships with representatives of professional societies and health agencies at the local, state and federal level to insure the compliance of the County's various health programs with national and statewide medical guidelines are major aspects of the work.

### **Essential Functions**

1. Provides executive leadership, vision, and direction in planning, developing, implementing and evaluating programs and services in the Community Health or Administration division. As part of the Health Department Administrative Team, establishes department direction and ensures consistency in the department's programmatic vision.
2. Establishes and implements policies and procedures to ensure that all Health Department programs practices and services comply with statutory requirements, medical standards of professional practice and ethics, and quality and accreditation standards. Through the established policies, ensures that clinical practices are uniform and up-to-date. Interprets laws regarding medical treatment and provision of services; advises Health Officer in clinic planning, assessing facility and equipment needs and coordinating patient processing.
3. Coordinates the strategic short and long range planning efforts of the Public Health Department to implement accepted innovation in medical procedures and protocols in the delivery of health care services to clients. Collaborates with Health Department Administrative Team to develop a vision and direction for the Public Health Department; writes the strategic plan and develops a process for implementation; ensures managers take appropriate corrective action necessary for the successful implementation of the strategic plan. Update the plan as necessary with input from the executive team.
4. May address the Board of Commissioners, making presentations and answer questions on issues affecting the Health Department; monitors legislation and meets with state legislators and / or their staff to discuss proposed legislation and other issues affecting the department, including gathering information and providing feedback. Makes recommendations to the Health Officer and may present to the Board of Commissioners regarding support of or opposition to proposed legislation.

# ALLEGAN COUNTY

## MEDICAL DIRECTOR

5. Ensures that all health care practices, procedure and protocols conform to current standards of medical practice.
6. Interfaces with and acts as the departmental liaison to the private and non-profit health care sectors, explaining the department's functions and operations, directing department resources and coordinating department response to meet community needs. Presents public health issues and concerns to the community at large where appropriate.
7. Assists Health Department management and staff in communicable disease investigations per agency and MDCH protocols.
8. May participate in the selection of Health Department staff.
9. Performs related duties as mutually agreed upon.

### **Other Functions**

10. Maintains client and employee confidentiality as required by policy and law.
11. Develop appropriate medical standing orders and develop protocols approved by the Director of Personal Health and Health Officer for Health Department programs.
12. In the time of public emergency, may be required to report for assigned duties inside or outside of the Allegan County Health Department, including being available for consultation after hours and during emergencies.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Required Knowledge and Skills**

Knowledge of public health systems, including structure, roles, functions, responsibility and financing.

Working knowledge of epidemiology and clinical services in a public health setting.

Effective written and oral communication skills utilized in reports, articles and presentations to diverse audiences.

Ability to develop and implement policies and procedures related to medical practice and clinical services.

# ALLEGAN COUNTY

## MEDICAL DIRECTOR

Thorough working knowledge of standard medical practice and procedure in the prevention of the transmission of communicable disease and infectious agents.

Working knowledge of federal, state and local statutes and regulations governing the delivery of medical and public health services.

Thorough working knowledge of laboratory safety protocols and procedures; OSHA/MIOSHA rules, regulations and requirements; and working knowledge of bloodborne pathogens protocols.

Ability to organize and prioritize work; analyze and evaluate data, draw conclusions, and develop responses; learn, interpret and apply laws and regulations pertaining to public health and medical services; exercise independent judgment.

Ability to establish and maintain working relationships with health care professionals and others;

Ability to prepare a variety of written documents and reports.

### **Employment Qualifications**

**Education/Experience:** Possession of a valid license as a physician issued by the State of Michigan, and;

1. Four years of any combination of experience as a public health physician and primary care physician; and one year of administrative experience in medical services or programs that included prioritization of services and development of policies; or,
2. A combination of training, education, and experience that would provide the required knowledge and abilities and license.

**Additional Qualifications:** Possession of a valid Michigan driver's license.

# ALLEGAN COUNTY

## PROSECUTING ATTORNEY

### **General Summary**

The elected Prosecuting Attorney is the chief law enforcement officer for Allegan County and serves as the legal advisor to the County Board of Commissioners and County departments as designated. Represents the People of the State of Michigan in the prosecution of misdemeanor and felony cases in the courts. Represents the best interests of children involved in divorce cases, and represents the People of the State of Michigan in juvenile delinquency cases, child abuse and neglect proceedings and mental incompetency hearings in Probate Court, and supervises the victim rights office. Directs the activities of assistant prosecuting attorneys and support staff and is responsible for all administrative functions of the office. Performs various other functions as prescribed by statute.

### **Essential Functions**

1. Supervises assistant prosecuting attorneys and support staff, directly and through the Chief Assistant. Interviews applicants for employment, oversees the training of staff, assigns work, reviews and evaluates performance, and deals with employee relations matters. Assists staff with inquiries related to operational and procedural matters.
2. Serves as the chief law enforcement officer for the various law enforcement agencies in the County and State. Reviews and authorizes all criminal charges in the County.
3. Represents the People of the State of Michigan in the prosecution of misdemeanor, felony, juvenile delinquency, child abuse, neglect, and mental incompetence proceedings and court cases.
4. Supervises the warrant authorization process which includes the review of warrant requests, analysis of police reports, researching the law, and determining whether adequate grounds exist to authorize a warrant.
5. Oversees the legal staff in the researching and preparing criminal cases for trial, motion, sentencings and other proceedings; researches applicable law, interviews witnesses and investigates claims; develops trial strategies,
6. Assists professional staff in the analysis of specific cases, advises on case development and serves as a mentor on legal matters. Coordinates the prosecution strategy on major criminal cases.
7. Represents the best interest of children involved in divorce cases.
8. Responsible for the development of all policies and procedures pertaining to the operations of the Prosecutor's office.

## ALLEGAN COUNTY

9. Prosecutes some of the most serious and/or sensitive felony cases. Selects jury, presents arguments, examines and cross-examines witnesses, introduces physical exhibits, confers with Judge and defense counsel on points of law and procedure, and argues factual conclusions to a Judge or jury.
10. Provides legal advice and direction to law enforcement agencies in the County. Meets and interacts with various Chiefs of Police agencies to establish County policy on law enforcement.
11. Serves as civil counsel to the Board of Commissioners and county departments and agencies. Oversees and participates in the researching and rendering of opinions on a wide range of legal issues involving the County and advises County agencies and departments on legal issues. Represents the County to a variety of other agencies on law enforcement matters.
12. Responsible for all administrative functions of the office including budget preparation and monitoring, data processing, bookkeeping, and related matters.
13. Communicates the activities of law enforcement to the public, groups and organizations; reaffirms the confidence to the public that the laws are being enforced.
14. Represents the office of the Prosecuting Attorney at department head meetings with the Board of Commissioners, other officials, and the public.
15. Serves on various committees including the concealed weapons permits. Attends meetings, workshops and conferences to keep abreast of legal matters.

### **Other Functions**

16. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

**Education:** Law degree from an accredited law school.

**Experience:** This is an elected position and there is no requirement for experience. For job evaluation purposes, the recommended experience requirement is at least eight years of criminal law experience including experience as an Assistant Prosecutor or in a closely related capacity.

**Other Requirements:** Licensed to practice law in the State of Michigan.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated*

## ALLEGAN COUNTY

*with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Ability to access all courtrooms within the County.

Ability to remove books and other reference materials from bookshelves and transport to worksite.

Prolonged sitting and standing while in the courtroom.

Ability to carry briefcase, files and legal volumes to courtrooms.

### **Working Conditions:**

Works in office and courtrooms.

Exposure to individuals charged and/or convicted of a variety of criminal offenses.

# **ALLEGAN COUNTY**

## **DIRECTOR OF SENIOR SERVICES**

### **General Summary**

Under the supervision of the County Administrator, directs the delivery of services to senior citizens in Allegan County, Michigan. The Director is responsible for assessing community needs and advising and assisting the Allegan County Commission on Aging (COA) in planning and program development. The Director is also responsible for the overseeing the compliance of service providers with contractual obligations, preparing and administering the budget, and supervision of staff.

### **Essential Functions**

1. Manages all business activities required for the development, implementation, oversight of and payments for contractual services provided by third parties to Allegan County senior citizens. Such activities would include but would not be limited to assisting in the development of Requests for Proposals, communications and public relations, forecasting monthly financial requirements and completing activity status reports, structuring service provider reporting schedules and payments for service, completing contractual performance appraisals, and overseeing compliance with the standard terms and conditions of grant award letters, agreements and contracts.
2. Supervises staff by providing oversight and direction for activities performed for the Senior Services division.
3. Attends COA meetings to advise, counsel, and present pertinent information to aid the COA in making decisions and establishing policies. Follows up on issues considered and decided upon at meetings. Acts as the liaison for matters to be considered by the COA.
4. Participates in strategic planning of COA priorities and develops external communications, including news articles and interviews, promoting the COA mission and programs related to senior issues in Allegan County.
5. Identifies potential service providers with service and administrative capabilities for additional or new services; works to access / secure complementary funding.
6. Conducts informational outreach to organizations deemed to be in touch with seniors who are to be served. These organizations should include, but are not limited to, all 24 townships, municipalities within the County of Allegan, and civic organizations which are judged to be in a position to benefit the COA.
7. Maintains fiscal oversight of and accountability for all financial resources. Prepares the annual budget for review by the COA prior to adoption by the Board of Commissioners.

# ALLEGAN COUNTY

## DIRECTOR OF SENIOR SERVICES

8. Provides assistance to the COA and its committees as appropriate to facilitate action on matters requiring their attention, such as contract reviews and contract negotiations.
9. Represents the COA and acts as a liaison between the COA and all external persons and entities.
10. Reviews contracts and serves as grant administrator for grant-funded, COA programs in conjunction with the County Finance Department.

### **Necessary Knowledge, Abilities and Skills**

1. Knowledge and understanding of gerontology and senior services issues.
2. Knowledge of community, state and federal resources and agencies providing services for seniors.
3. Ability to supervise and direct the work of other employees.
4. Excellent written and verbal communication skills.
5. Excellent problem solving skills.
6. Self-motivated.

### **Other Functions**

None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

**Education:** Possession of a Bachelor's Degree in Business or Public Administration.

**Experience:** Two or more years of progressively responsible experience in human services programming, formulating and implementing policies and procedures, grant writing, and the development, implementation and tracking of programs / grants, including at least one year of supervisory experience.

**Other Requirements:** Any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities to perform the duties of the position. Demonstrated proficiency in Microsoft Office programs. Valid Michigan Driver's License.

# ALLEGAN COUNTY

## DIRECTOR OF SENIOR SERVICES

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Ability to enter and retrieve information from computers.

Ability to access all County locations, travel to community meetings and other events representing the COA in senior initiatives.

Ability to occasionally lift and / or move 25 pounds.

### **Working Conditions:**

Works in inside conditions but regularly travels to other locations to make presentations and represent the department.

# ALLEGAN COUNTY

## SHERIFF

### **General Summary**

As an elected officer, is responsible for the planning, administration and direction of Sheriff Department. Oversees all departmental operations, including the road patrol, detective bureau, civil process, emergency management, prisoner transport, court security and marine safety. Oversees the operation of the County Jail, including the constitutional and statutory provisions relating to the care and custody of inmates.

### **Essential Functions**

1. Oversees and participates in personnel management functions of employment, scheduling, making work assignments, reviewing performance, determining promotions, and dealing with employee relations matters. Oversees departmental training, reviews training opportunities offered by various agencies. Participates in labor negotiations as a member of the management team, with responsibility for all non-economic working conditions.
2. Directs the operation and maintenance of the county jail to ensure adequate safeguards for personnel and inmates. Ensures that all applicable rights are observed and that adequate food service and medical care are provided. Oversees transportation of offenders to and from jail, court, other jurisdictions, state and interstate detention facilities.
3. Responsible for the daily activities of the department. Reviews day-to-day operations via division and unit meetings including Administration, Road Patrol, Detective Bureau, Youth Service, Marine Safety, and Traffic Safety.
4. Responsible for the short and long range planning of the department as it pertains to service delivery issues, crime prevention activities, staffing, equipment needs, technology issues, integration of services, and other areas.
5. Develops and implements new and revised policies for the department. Ensures that policies reflect new laws, court decisions and other changes. Remains current with legislative and court decisions affecting departmental operations and provides input to national, state, and local legislative officials.
6. Directs and participates all administrative functions of the department, includes overseeing the preparation of the annual budget and monitoring of the budget. Prepares specifications and approves all department expenditures, analyzes and forecasts new program costs. Oversees plans to maximize revenue generating functions.
7. Meets and consults with various groups and individuals including County Administration, County Commissioners, County Court Personnel, County Prosecutors, and dispatch of emergency services.

## **ALLEGAN COUNTY**

8. Oversees the assignment of staff to major investigations, problems, and programs. May direct the investigation of serious crimes or incidents.
9. Responds or oversees the response to complaints against a member of the department. Directs the investigation and determines the appropriate disposition.
10. Negotiates major contracts for services including food service, medical services, and contracts for policing services with local units of government.
11. Coordinates the development and implementation of county-wide projects impacting law enforcement agencies and the criminal justice system.
12. Coordinates department activities with area and state law enforcement agencies. Arranges and oversees special service contracts within the County as appropriate.
13. Attends meetings of various groups to explain policies and services and collect citizen input on law enforcement issues. Makes presentations to various organizations.
14. Reviews reports of subordinate personnel and prepares regular reports of activities. Oversees and participates in the maintenance of all records and reports, ensuring compliance with applicable statutes and the regulations of various agencies.
15. Represents or designates staff to represent department on various law enforcement, common interest or community service boards and commissions.
16. Performs the duties of Command Officers in the department as necessary.

### **Other Functions**

17. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

**Education:** This is an elected position and there is no requirement for education. For job evaluation purposes, the recommended education requirement is a Bachelor's Degree in criminal justice, police administration, or related areas. Master's Degree in Criminal Justice, Business or Public Administration preferred.

**Experience:** This is an elected position and there is no requirement for experience. For job evaluation purposes, the recommended experience requirement is several years of experience as a law enforcement officer, including at least four years as a command officer, with field and administrative experience.

# ALLEGAN COUNTY

**Other Requirements:** Certification by the Michigan Law Enforcement Officers Training Council.  
Valid Michigan driver's license.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Ability to perform all the functions of a Command Officer, including:

Ability to physically restrain persons engaged in assault.

Ability to lift and carry and otherwise assist injured persons.

Ability to climb stairs, ladders, fences and other obstacles.

Ability to walk/run over all types of terrain.

Ability to pursue individuals on foot.

Ability to drive a vehicle in all types of weather and engage in high speed pursuits.

Stooping, kneeling, and crawling in order to collect evidence and perform other functions.

## **Working Conditions:**

Exposure to inside of jail.

Exposure to inmates convicted of various criminal offenses.

Exposure to the conditions of serving as a Command Officer, including:

Required to deal with people in various states of intoxication, emotional and mental condition.

Required work outside in all sorts of weather.

Exposure to extreme changes in temperature.

Exposure to a variety of foul odors.

Exposure to contact with the bodily fluids of others.

Exposure to assault by individuals with various weapons.

# ALLEGAN COUNTY

## TRANSPORTATION DIRECTOR

### General Summary:

Under the supervision of the County Administrator, the Transportation Coordinator assists with the planning, development, administration, and evaluation of the transportation assets and grant execution. Provides direction and support to staff members and/or third party provider(s) who deliver transportation services to clients within the County. Responsible for supervision oversight of all functions within the Transportation Division. The Transportation Coordinator Manager is responsible for the management of the procurement functions of the County.

### Essential Functions:

1. Acts as staff liaison to the board of commissioners by providing information regarding the services provided
2. Responsible for the program planning and implementing and evaluation of Allegan County public transportation programs, makes community assessments and plans program goals. Institutes quality assurance and quality improvement programs, including Department of Transportation requirements, MIOSHA, risk-management, and safety programs. Ensures compliance with Department of Transportation regulations.
3. Conducts an ongoing analysis of alternative methods of transportation. Interacts with other key department's personnel to design and develop optimum package design.
4. Answers customer inquiries about transportation services and schedules.
5. If the County provides transportation services itself the following provisions shall apply: Supervises and manages personnel. Interviews and hires employees, evaluates personnel job performance, enforces policies and procedures and discipline as necessary, motivates personnel as needed. Coordinates staff development and educational resources, participates in various continuing education programs conferences, workshops, in-services, etc. Oversees the transportation services provided. May assist in negotiating collective bargaining agreements with BUSINESS REPRESENTATIVE, LABOR UNION. Plans and conducts new employee orientation to foster positive attitude toward company goals. Keeps record of insurance coverage, pension plan, and personnel transactions, such as hires, promotions, transfers, and terminations. Investigates accidents and prepares reports for insurance carrier. Writes separation notices for employees separating with cause and conducts exit interviews to determine reasons behind separations. Prepares reports and recommends procedures to reduce absenteeism and turnover. Keep records of hired employee characteristics for governmental reporting purposes
6. Recommends annual program goals to the County Administrator and the Board of Commissioners. Ensures that an ongoing program evaluation system is in

*TRANSPORTATION DIRECTOR (1/1/05)*

# ALLEGAN COUNTY

place related to such goals and that reports of progress are provided, on a regular basis.

7. Ensures that services are provided in accordance with grant provisions and service contracts and applicable regulations and standards.
8. Reviews documentation in charts on a periodic basis to ensure compliance with federal and state rules and regulations for specific program areas.
9. Assists with and analyzes data and prepares budget. Reviews and monitors budget. Develops the annual budget and monitors this in conjunction with the budget and finance manager
10. Participates on committees within the agency and in the community as assigned.
11. Establishes practices and procedures to be followed by Buyers and other department personnel.
12. Selects vendors, assesses vendor capabilities, develops alternate sources, and evaluates vendor performance, negotiates price and delivery.
13. Recommends major purchases of materials based on anticipated changes in prices or on unusual availability situations.
14. Makes certain that purchasing documents are properly completed and the terms and conditions of purchases are appropriate.
15. Assures that department records are maintained and that purchases are followed up or expedited when required. Department records include price histories to provide information on price variances.

## OTHER FUNCTIONS:

1. Oversees the transportation services provided from the operations center by selected vendor.
2. Oversees the clerical functions of the transportation center if the same was operated by the County.
3. Acts as liaison to other affiliated departments relative to the services provided to or by the transportation department and the vendor.
4. Oversees safety activities by acting as chairperson of the agency safety committee.
5. Other activities as directed by the County Administrator and the Board of Directors.
6. The Manager also undertakes specifically assigned projects relating to procurements and provides summaries, reports, and recommendations on these subjects.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

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## Employment Qualifications:

**Education:** Possession of an Associate's Degree. Prefer a Bachelor Degree in business, finance or transportation services.

**Experience:** Purchasing, writing transportation grants, human resources and general grant writing.

## **Other Requirements:**

1. Ability to be persuasive and give leadership to subordinates.
2. Strong inter-personal skills in dealing with clients.
3. Strong presentation skills.
4. Strong analytical and reasoning abilities.
5. Possession of a valid Michigan driver's license.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

1. Ability to travel throughout the county to various locations.
2. Ability to enter and access information using a computer.

## **Working Conditions:**

Works in office conditions and travels throughout the County.

***ALLEGAN COUNTY COMMUNITY MENTAL HEALTH SERVICES***

**POSITION TITLE:** County Director

**EMPLOYEE:**

**PAY GRADE:** Contract

**DATE OF HIRE:**

**SUPERVISOR:** Mental Health Board

**REVIEW DATE:**

**POSITION DESCRIPTION**

**QUALIFICATIONS:** Master's degree required in Social Work, Psychology, Public Health, Business Administration, or similar field related to mental health or public administration. A minimum of five years experience, preferably supervision and/or administration of community mental health services. The Director must possess a working knowledge of the mental health system in Michigan, including Michigan Department of Community Health funding model. The position requires possession of a valid Michigan motor vehicle Operator's license or the ability to obtain the same upon appointment to the position.

**POSITION PURPOSE:** Under the direction of the Mental Health Board, the Director functions as the administrator in accordance with the approved plans and budget, the general policy guidelines established by the Board, the applicable County procedures and regulations and the provisions of the Mental Health Code as it exists and may be amended. The Director serves as spokesperson for the Mental Health Board on matters of established policy or preliminary program development and serves as liaison with local, state and federal agencies. The Director is responsible for overall direction, supervision, coordination and evaluation of the entire agency.

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**POSITIONS SUPERVISED:**

- 1 FTE Clinical Director
- 1 FTE Director of Services for People with Developmental Disabilities
- 1 FTE Finance Director
- 1 FTE Recipient Rights Officer
- 1 FTE MIS Coordinator
- 1 FTE QI Coordinator/Customer Service Specialist
- 1 FTE Medical Records Specialist
- 1 FTE Human Resources Coordinator

**GENERAL RESPONSIBILITIES:** As chief executive for the Community Mental Health Agency, the County Director directs a large staff engaged in providing a wide range of clinical, educational, rehabilitative and administrative mental health services to residents of Allegan County in accordance with the policies established by the Allegan County Community Mental Health Board. The Director makes authoritative recommendations to the Board concerning policy, assists in determination, and directs implementation of procedural practices for all programs. In addition, the Director serves as spokesperson for the Board on matters of established policy or preliminary program development.

**SPECIFIC RESPONSIBILITIES:** The Director. . .

1. Plans, organizes, directs, and controls the activities of community mental health through appropriate management methods and techniques. Such methods and techniques include the development and monitoring of various goals and objectives.
2. Analyzes program performance and community service needs, assigning research activities to staff specialists as necessary, analyzes findings and makes final staff recommendations to the Board on new programs or major procedural changes.
3. Continuously monitors operating program performance, evaluating requests for changes to improve service, coordinates unit cooperation to eliminate duplication, and adjusts practices to meet established policy as necessary.
4. Directs preparation of preliminary budget and support materials for Board examination. Analyzes staff recommendations and has final staff responsibility for budget control throughout the fiscal year. Assures proper expenditure controls, delegating authority as necessary.
5. Directs the hiring of staff and their performance evaluations, delegating personnel activities in accordance with Board guidelines. Retains final staff responsibility for personnel practices, staffing and employee performance.
6. Frequently meets with professional and other community groups to promote efficient mental health service practice within the County. Eliminates duplication of services and develops expanded services in an orderly fashion.
7. Provides for continuous technical direction and guidance to managerial, professional and support staff.
8. Maintains a liaison relationship with the Allegan County Board of Commissioners, County Administration, federal, state, county and other mental health officials, in defining procedures, statutory requirements and grant conditions.
9. Maintains a favorable public relations posture for the Community Mental Health Board, speaking to various groups, receiving news media representatives and writing on a variety of subjects related to mental health practices.
10. Participates in the Southwest Michigan Affiliation, (Allegan, Kalamazoo, Cass and St. Joseph County) representing the best interest of Allegan County Community Mental Health.
11. Participates in an in-service training program. In addition, may teach in cooperation with the universities and professional organizations.
12. Keeps abreast of trends, experiments and successful new programs of mental health care and education, and disseminates such information to appropriate staff.
13. Meets with the Mental Health Board and its Committees to explore policies, new programs and results. Recommends alternative practices and explains technical aspects of program content.

14. Performs duties, functions or roles as determined by law or the Board.
15. Meets the standards of the Michigan Department of Community Health for chief executive officers of Community Mental Health Services Boards.
16. Attend the following trainings as required:
  - a. Bloodborne Pathogens – annually
  - b. Violence in the Workplace (Interventions IV) – annually
  - c. Cultural Diversity update – annually; Cultural Diversity event – every three years
  - d. Sexual Harassment – annually
  - e. Recipient Rights – annually
  - f. Person Centered Planning – annually

**SPECIAL ASSIGNMENTS:** As assigned by the Allegan County Community Mental Health Board.

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**EQUIPMENT KNOWLEDGE:** Office environment equipment, including but not limited to, computer, printer, copy machine, paper shredder, dictaphone, fax machine and telephone system, pen and pencil, paper products, cellular phone and other mobile office equipment.

**WORK CONDITIONS:** Office environment, outdoors, clients' homes, community settings.

- Light manual office labor, prolonged sitting, bending, lifting less than 25 lbs., pushing/pulling, squatting, and reaching.
- High stress level.
- Repetitive motions of wrists, neck, elbow, back and shoulders.
- Fine motor skills and color vision.

**SPECIFICATIONS:**

**1. Minimum Reasoning ability usually associated with this classification:**

Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. To interpret an extensive variety of technical instructions in mathematical or diagrammatic form, the ability to deal with numerous abstract and concrete variables.

**2. Minimum Math ability usually associated with this classification:**

Ability to add, subtract, multiply and divide.

**3. Minimum Language ability usually associated with this classification:**

*Read:* Ability to read scientific and technical journals, abstracts, legal documents, and reports.

*Write:* Ability to write at a level consistent with editorials, journals, speeches, manuals, professional reports.

*Speak:* Ability to be conversant in the theory, principles, and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.

**4. Amount of training, either on the job or formal education, usually associated with this occupation in addition to the Reasoning, Math and Language abilities detailed above:**

Over 6 years post high school and above.

**5. Degree of Physical Demands (strength) usually associated with the essential functions of this classification:**

Sedentary Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Light office manual labor involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required on occasion and all other sedentary criteria are met.

**6. Type of Physical Demands usually associated with the essential functions of this classification:**

*Reaching:* Extending, hand(s) and arm(s) in any direction.

*Frequency:* Activity exists up to 1/3 to 2/3 of the time.

*Handling:* Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers involved only to the extent that they are an extension of the hand, such as to turn a switch.

*Frequency:* Activity exists up to 1/3 to 2/3 of the time.

*Fingering:* Picking, pinching, or otherwise working primarily with finger rather than with the whole hand or arm as in handling.

*Frequency:* Activity exists up to 1/3 to 2/3 of the time.

*Talking:* Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instruction to other workers accurately, loudly or quickly.

*Frequency:* Activity exists up to 1/3 to 2/3 of the time.

*Hearing:* Perceiving the nature of sounds by ear.

*Frequency:* Activity exists up to 1/3 to 2/3 of the time.

*Near Activity:* Clarity of vision at 20 inches or less.

*Frequency:* Activity exists up to 1/3 to 2/3 of the time.

**7. Environmental Conditions usually associated with this classification:**

Indoors - climate controlled. Variable degrees of dust, fumes, humidity, heat and cold. Noise level is high. Outdoors. Other people's homes. High stress level.

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*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

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COUNTY DIRECTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CHAIRMAN-EVALUATION COMMITTEE \_\_\_\_\_ DATE \_\_\_\_\_

CHAIRMAN-MENTAL HEALTH BOARD \_\_\_\_\_ DATE \_\_\_\_\_