

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, Michigan 49858-3000*

*- County Administrator
Sherry Smith - Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839*

10.16.2009

TO: MENOMINEE COUNTY CLERK
839 10TH AVENUE
MENOMINEE, MI 49858

COMMISSIONERS EICHHORN & ANDERSON HAVE REQUESTED A SPECIAL MEETING OF THE MENOMINEE COUNTY BOARD OF COMMISSIONERS.

TIME: 6 P.M.

DATE: MONDAY, OCTOBER 19, 2009

PLACE: COURTROOM B IN THE MENOMINEE COUNTY COURTHOUSE

PURPOSE: THE PURPOSE OF THIS MEETING IS TO DISCUSS AND APPROVE THE ADMINISTRATOR'S JOB DESCRIPTION AND TO ADVERTISE THE ADMINISTRATOR POSITION.

Gary Eichhorn - Chairperson

Dick Peterson - Vice Chairperson

Bernie Lang

James Furlong

Garry Anderson

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The Menominee County Board of Commissioners will meet on
Monday, October 19, 2009 at 6:00 p.m. CDT at the County
Courthouse in Courtroom B, Menominee, MI

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
- E. Approval of the Agenda
- F. Approval of Previous Minutes
- G. Presentations
- H. Department Head/Elected Officials Reports
- I. Action Items
 - 1. Moved by _____, seconded by _____ to approve the job description as written for the Menominee County Administrator position.
 - 2. Moved by _____, seconded by _____ to approve the posting and advertising for the Menominee County Administrator position.
- J. Misc. Boards/Committees/Commissions Reports
- K. Other Matters that may be Properly Presented to Board
- L. Informational Items
- M. Public Comment
- N. Adjourn

Gary Eichhorn - Chairperson

Dick Peterson - Vice Chairperson

Bernie Lang

James Furlong

Garry Anderson

RECEIVED

10/19/09 Smith

Menominee County Administrator

OLSEN, FILORAMO & McNAMARA, P.C.

Attorneys at Law
504 Ludington Street
Escanaba, MI 49829
Telephone (906) 786-1403
FAX (906) 786-0256
E-mail: esclawoffice@yahoo.com

Gary L. Olsen
John R. Filoramo
Anne B. McNamara

Manistique Office
209 South Cedar Street
Manistique, MI 49854
Telephone (906) 341-6947

Alan D. Jarvi
(1951 – 1992)

October 12, 2009

Gary Eichhorn, Chairman
via e-mail jeichhorn@hotmail.com

via e-mail bernie73@new.rr.com

Garry Anderson
via e-mail garrydog2003@yahoo.com

James Furlong
via e-mail ltjfurlong@hotmail.com

Bernie Lang

Dick Peterson
via e-mail rap@alphacomm.net

RE: Menominee County Administrator

Gentlemen:

I have been informed of the actions taken at the Special Meeting on October 13, 2009. I have been asked whether or not the county can hire an administrator without advertisement.

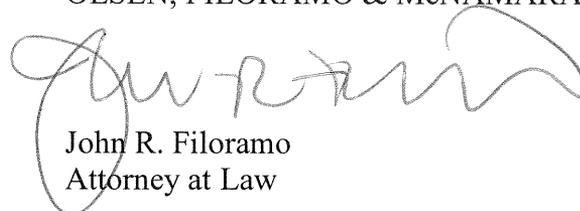
It is my opinion that Menominee County must follow the Menominee County Personnel Manual, Amended April 23, 2007. In the manual there are specific procedures that must be adhered to regarding the recruiting and hiring of a county employee. I call your attention Section 4, Paragraph B, regarding the minimum postings required for recruitment of a county administrator.

It is my opinion that the personnel committee and/or the county board needs to meet and discuss and/or decide the final job description and the methods and timelines for posting of the position.

If you have any questions, please feel free to contact me.

Very truly yours,

OLSEN, FILORAMO & McNAMARA, P.C.



John R. Filoramo
Attorney at Law

Enclosure
JRF:jm
cc: Sherry Smith

otherwise provided in a negotiated labor contract or established by the County Board of Commissioners, casual employees will be paid at the hourly rate to be determined while in training. When qualified, the employee will be compensated at the base pay of the classification/position they occupy. Casual employees shall receive no benefits.

Conversion of Time Earned. Part Time employees shall receive prorated time for credit years for the purpose of calculating vacation and sick leave.



SECTION 4

EMPLOYEE HIRING AND SELECTION PROCEDURE

A. Selection for employment by Menominee County will be through open competition. The selection process will stress ability and subscribe to the principles of Equal Opportunity Employment. Race, color, creed, country of origin, ancestry, sex, age, height, weight, marital status, physical disability, political affiliation, or other factors not pertinent to performance shall not be considered in recruitment, training, promotion, retention, salary determination, or any other conditions or employment, except in cases where they constitute a bona fide occupational qualification.

The County Administrator, Elected Official or applicable Judge, where applicable will ultimately be responsible for selecting the qualified applicant, but the selection process must follow the guidelines set forth in this procedure.

When a vacancy occurs, it will be the responsibility of the County Administrator, Elected Official or Judge, where applicable, to obtain the approval of the Board of Commissioners and to adhere to the following procedure or as otherwise directed by resolution of the Board of Commissioners.

The County Administrator, elected Official or applicable Judge will be responsible for the advertising, receipt of applications, testing (if required), and the screening process. Before an employee is placed on the payroll, the selection process and placement of the salary schedule must be certified to the Personnel Committee by forwarding the "new employee" check list (Appendix "A").

B. Recruitment. Recruitment shall be conducted based on current staff needs. The recruiting efforts will be directed by the hiring County Administrator or Elected Official. Recruitment will be tailored to the various classifications of positions to be filled and will be directed to appropriate sources of applicants in order to attract an adequate number of candidates for consideration.

In order to attract qualified applicants for openings, the following procedures will be followed:

1. Notices of vacant positions will be posted on the public bulletin board in the County Courthouse and Jail. Notices will also be sent to the Hannahville Indian reservation.
2. Concurrent with the posting, the position will be advertised. Other sources will be utilized in accordance with the County's Affirmative Action Plan.
3. All position openings will be listed with the local Michigan Employment Security Commission.

Posted job notices and advertisements shall contain the job title, job summary, minimum qualifications, wage rate, application deadline, and the logo: "An equal opportunity employer M/F". Department heads will be responsible for composing the notices and advertisements. All notices and advertisements will be screened by the County Administrator, prior to publication, to assure compliance to equal employment guidelines and regulations. The application deadline will be established by the department head in conjunction with the County Administrator.

C. Promotion of a Present County Employee. For a vacancy, a County Administrator or Elected Official may promote a present County employee who meets all of the following considerations:

1. The employee has regular status in classification in the same department.
2. The employee meets the minimum qualifications for the vacancy.
3. The employee applies for the vacant position through the recruitment process.

D. Applications.

1. Each applicant shall be required to fill out the County application form. These completed application forms will be considered active for six (6) months only, unless renewed by the applicant.
2. Current County employees wishing to be considered for an opening must also be fill out an application.
3. All applications shall be retained for a period of at least three (3) years.

E. Employee Selection and Processing.

1. The County Administrator or Elected Official shall be responsible for screening and interviewing candidates for the position.
2. No new employee shall start work until they have signed a Drug-Free Workplace Policy statement.
3. No new employee shall start work until they complete an employment physical examination which may include x-rays, tests for alcohol and controlled substances, and any other indicated tests and examinations which are determined to be job related. This shall be paid for by the County and shall be taken from a County appointed physician. No new employee covered under this section shall commence work for the County until the results of the employment physical examination are received and are determined satisfactory by the County Administrator.
4. When the results of the employment physical are determined satisfactory, the official starting date shall be set for the employee. The County Administrator or Elected Official shall notify the Personnel Committee, in writing, as to the candidate selected for the position.
5. The new employee shall be requested to fill out the appropriate paperwork (including benefit enrollment forms) and will review the programs and policies of the County

**Menominee County, Michigan
Position Description**

Title: County Administrator
Department: Administration
Dated: October 2009

*Received from
Attorney John
Felonimo
10/12/09
for special meeting
of CB 10/13/09*

MENOMINEE COUNTY ADMINISTRATOR JOB DESCRIPTION

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs administrative duties; coordinates, implements, and enforces County bylaws, policies, and rules; attends County Board and Committee meetings; approves agenda packets; records minutes; maintains relationships with federal, state, county, city, and township officials; oversees and coordinates building projects.
- Acts as Chief Fiscal Officer for the County; develops annual budget for review and approval; develops the Capital Improvement Plan; forecasts revenue and expenditures; enforces budget policies; conducts bidding for projects; oversees Remonumentation program; writes grants; administers grants for the housing program.
- Tracks and updates County fixed assets reports; submits insurance claims; prepares various financial analyses for projects; approves all county bills and standing payments.
- Acts as Human Resource/Personnel Director; enforces the personnel manual; negotiates employment contracts; prepares employment letters; conducts meetings; coordinates health insurance, workers' compensation, and retirement program; enforces and oversees compliance with COBRA and Family Medical Leave Act.
- Supervises department heads and administrative staff; assists Commissioners in hiring/firing employees; conducts performance evaluations.
- Has responsibility for the operation, maintenance, and repair of County buildings and grounds and all features, fixtures, and furnishings thereof.
- Represents the County Board as co-employer when disciplining employees under the direction of elected officials.
- Performs other related functions as assigned or required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid- to upper-level data analysis, including the ability to coordinate, strategize, systematize, and correlate, using discretion in determining time, place, and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and oversee the execution of these decisions.

- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince, and train others. Ability to advise and interpret regarding the application of policies, procedures, and standards to specific situations.
- Requires the ability to utilize reference, descriptive, consulting, design, and advisory data and information such as invoices, correspondence, reports, records, ordinances, legal briefs, economic analysis, and organizational analysis.
- Requires the ability to communicate orally and in writing with the County Commissioners, all County employees, the media, and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.

Physical Requirements

- Requires the ability to operate, calibrate, tune, and synchronize, and perform complex, rapid adjustments on equipment, machinery, and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between character of colors, shapes, and sounds associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

Menominee County, Michigan, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Dated: _____, 2009

Dated: _____, 2009

1001

Menominee County, Michigan Position Description

Title: County Administrator
Department: Administration
Date: October 2000

Purpose of Position

The purpose of this position is to act as Chief Administrative Officer for Menominee County. The work is performed under the direction of the County Commission.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs administrative duties; coordinates, implements and enforces County bylaws, policies and rules; attends County Board and Committee meetings; approves agenda packets; records minutes; maintains relationships with federal, state, county, city and township officials; oversees and coordinates building projects.
- Acts as Chief Fiscal Officer for the County; develops annual budget for review and approval; develops the Capital Improvement Plan; forecasts revenue and expenditures; enforces budget policies; conducts bidding for projects; oversees Remonumentation program; writes grants; administers grants for the housing program.
- Tracks and updates County fixed assets reports; submits insurance claims; prepares various financial analyses for projects; approves all county bills and standing payments.
- Acts as Human Resource/Personnel Director; enforces the personnel manual; negotiates employment contracts; prepares employment letters; conducts meetings; coordinates health insurance, workers compensation and retirement program; enforces and oversees compliance with COBRA and Family Medical Leave Act.
- Supervises department heads and administrative staff; assists Commissioners in hiring/firing employees; conducts performance evaluations.
- Represents the County Board as co-employer when disciplining employees under the direction of elected officials.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Public or Business Administration with five years of administration experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize reference, descriptive, consulting, design and advisory data and information such as invoices, correspondence, reports, records, ordinances, legal briefs, economic analysis, and organizational analysis.
- Requires the ability to communicate orally and in writing with the County Commissioners, all County employees, the media and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified

individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Menominee County, Michigan Position Description

Title: County Administrator / Controller
Department: Administration
Date: November 2001

*Was Not job description
for Brian Neundorfer*

Authority of the Position

This position is appointed by majority vote of the Menominee County Board of Commissioners. An incumbent may be removed from the position by two thirds vote of the Commissioners elected to office. The functions and duties of the County Administrator/Controller are specified in Act 257 of the Public Acts of 1927, MCLA 46.13b as added to Act 156 of the Public Acts 1851, as amended. The work is performed under the direction of the County Commission .

Statutory Duties which are the responsibility of the County Administrator/Controller

- Serves as the Chief Accounting Officer of the County, with responsibility for maintaining the fiscal integrity and proper financial accountability of each and every department of County Government.
- Has charge and supervision of the accounts and accounting of every office, officer, and department of the County.
- Serves as the Chief Purchasing Officer of the County, with responsibility for all purchase of goods, services, equipment, materials, etc., which may be required by the County or its officers and agents, other than those ordered by the Board of Commissioners by resolution.
- Has the responsibility for the operation, maintenance and repair of County Buildings and grounds, and all features, fixtures and furnishings thereof.

Duties and Responsibilities Assigned by the Board of Commissioners

The following duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs administrative duties; coordinates, implements and enforces County bylaws, policies and rules; attends County Board and Committee meetings; approves agenda packets; records minutes; maintains relationships with federal, state, county, city and township officials; oversees and coordinates building projects.
- Acts as Chief Fiscal Officer for the County; develops annual budget for review and approval; develops the Capital Improvement Plan; forecasts revenue and expenditures; enforces budget policies; conducts bidding for projects; oversees Remonumentation program; writes grants; administers grants for the housing program.

- Tracks and updates County fixed assets reports; submits insurance claims; prepares various financial analyses for projects; approves all county bills and standing payments.
- Acts as Human Resource/Personnel Director; enforces the personnel manual; negotiates employment contracts; prepares employment letters; conducts meetings; coordinates health insurance, workers compensation and retirement program; enforces and oversees compliance with COBRA and Family Medical Leave Act.
- Supervises department heads and administrative staff; assists Commissioners in hiring/firing employees; conducts performance evaluations.
- Represents the County Board as co-employer when disciplining employees under the direction of elected officials.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Public or Business Administration with five years of administration experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize reference, descriptive, consulting, design and advisory data and information such as invoices, correspondence, reports, records, ordinances, legal briefs, economic analysis, and organizational analysis.
- Requires the ability to communicate orally and in writing with the County Commissioners, all County employees, the media and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.

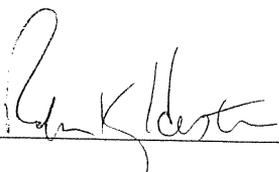
Physical Requirements

- Requires the ability to operate, and perform minor adjustments on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

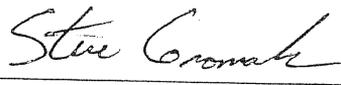
Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Employee's Signature



Supervisor's Signature

12/18/01

Date

12/18/01

Date

July 8, 2003

*Example
Advertisement
for pres. administrator vacancy*

MENOMINEE COUNTY SEEKING COUNTY ADMINISTRATOR

Menominee County, Michigan is seeking a new County Administrator. Administrator serves five-member Board of Commissioners and will be responsible for overall administration of county activities including coordination with all departments. Additional duties include budget preparation (\$5 million General Fund Budget); insurance management; personnel and labor relations; grant writing and administration.

Employer preferring a B. A., but not requiring, in business administration, public administration or related field. Local government experience and computer literacy required. The applicant must also have a high level of analytical expertise to deal effectively with complex financial, personnel and administrative issues.

Minimum Salary of \$50,000 negotiable based on experience and education. Submit detailed resume and credentials, including references to: County Administrator's Office, 839 10th Ave., Menominee MI. 49858; Fax (906)-863-8839. Resumes are due by 4:00 p.m. (c.s.t.) July 29, 2003.

Menominee County is an Equal Opportunity Employer

Eagle Herald, Marinette WI
County Journal, Stephenson, MI
Luft's Advertiser, Hermansville, MI
Marquette Mining Journal
Iron Mountain Daily News
Green Bay Press Gazette
Escanaba Daily Press

Display Ad Please publish one time, ASAP

Bill to: Menominee County Board of Commissioners
839 Tenth Ave
Menominee, MI 49858

Administrator Search Schedule
TIMELINE

DATE

- _____ County Board begins discussion of administrative position
- _____ County Board begins revising position description and discussing salary range
- _____ County begins advertising through local newspapers
- _____ Application deadline
- _____ Applications are distributed to Commissioners for review
- _____ County Board reviews applications. Narrows list to 10 finalists.
- _____ County Board interviews 3 finalists
- _____ County Board interviews 5 finalists
- _____ County Board approves job description and salary range for position
- _____ County Board approves entity to conduct background and reference checks on top finalist(s)
- _____ County Board reviews proposed employment contract language
- _____ County Board Selects Administrator
- _____ County Board meets with Administrator to negotiate employment contract
- _____ County Board approves employment contract for new Administrator