

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

*Brian R. Bousley - County Administrator
Sherry DuPont - Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839*

The Menominee County Board of Commissioners
will meet as a *Committee of the Whole*
on **Tuesday ~ October 25, 2016 at 4:30 PM**
at the Menominee County Annex (MSU Extension Bldg.)
S904 US HWY 41, Stephenson, MI 49887

(A Quorum of the Menominee County Board will be present)

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes ~ September 20, 2016
- F. Public Comment (statements not debate, limited to 5 minutes per person on agenda items only)
- G. Business
 - I. County Administrator Position discussion
- K. Public Comment
- L. Adjournment

*Bernie Lang Charlie Meintz - Chairperson Larry Schei - Vice Chairperson James Furlong
Raymond Williams John Nelson William Cech Gerald Piche Jan Hafeman*

September 20, 2016

UNAPPROVED

Proceedings of a Committee of the Whole Meeting of the Board of Commissioners in and for the County of Menominee and the State of Michigan were held in Courtroom B, Courthouse, Menominee, Michigan.

Vice-Chairman Schei called the meeting to order at 5:30 P.M. followed by the Pledge of Allegiance.

A call of the roll indicated that the following Commissioners were present/absent:

Present: Com. Cech, Hafeman, Lang, Furlong, Nelson, Piche, Schei and Williams.

Absent: Com. Meintz (excused).

Moved by Com. Nelson, seconded by Com. Williams to approve the agenda. Discussion ensued. Com. Nelson asked who called for this meeting. Com. Cech and Com. Lang stated that they called for the meeting. Com. Nelson cited the Menominee County Bylaws, a Committee of the Whole meeting can only be called by the County Administrator, Finance Chairman, or the Personnel Chairman. Since Com. Cech and Com. Lang do not hold any of those positions this was not a valid meeting and he was not going to take part in violating our bylaws. Administrator Bousley stated that Com. Lang and Cech wanted a "special" meeting but wanted it in closed session, which can't happen for negotiating the Administrator's contract. Bousley made the decision to make it a COW meeting, but now would just like to put this argument to rest over if the meeting was called properly or not. He explained that he appreciated Com. Cech's offer, but he was not going to stay and the reason he was taking the position in Dickinson County wasn't about money, it was about family.

Additional discussion took place regarding how the county should proceed with the vacancy of the position of County Administrator. It was ultimately decided that discussion would take place at the next Regular Menominee County Board Meeting on September 27th.

Moved by Com. Hafeman, seconded by Com. Furlong to adjourn at 5:44 p.m. Motion was approved 8-0.

Larry Schei, Vice-Chairman

Marc Kleiman, County Clerk

County Administrator Position Discussion

Will Menominee County Commissioners hire a County Administrator?

Do we hire a firm to do the recruiting and selection process?

MiWorks

MAC (Michigan Association of Counties)

MML (Michigan Municipal League)

Another recommended Firm?

Discussion of job duties:

Will the duties include those of the Bldg & Grnds/Parks Superintendent?

Will the duties include those of the Airport Manager?

If the duties do not include those above, who will those duties go to?

Discussion of Pay/Benefits:

Will the pay reflect ONLY the duties of the County Administrator as written in the 2000 DMG Study or the 2009 update?

Will the pay reflect those of the Administrator PLUS B&G/Parks Superintendent and Airport Mgr.?

Will the administrator be given the same benefits as other employees?

Will we offer moving expenses?

If we DON'T hire an administrator, what are our options/ideas to cover the duties of the Administrative office?

County Commissioners share duties in the administration office

Hire full time IT person to do the duties of IT/admin asst. help

Continue with an administrative asst. and hire someone for office help

July 8, 2003

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 - once in Sunday paper and once in Tuesday job page
County Journal, Stephenson, MI
Luft's Advertiser, Hermansville, MI
Marquette Mining Journal
Iron Mountain Daily News
Green Bay Press Gazette - once in Sunday paper and once in a week day paper
Escanaba Daily Press -

Display Ad Please publish twice, ASAP

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



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Welcome

THE NATION'S PREMIER GOVERNMENTAL CONSULTING FIRM

Slavin Management Consultants is an independent management consulting firm located in Norcross, GA and operates a nation-wide management consulting practice. We take pride in providing exceptional and tailored consulting services to a wide variety of clients.

Slavin Management Consultants was founded in 1988 by local government practitioners to provide quality human resources services to public sector organizations. Our background and experience prepares us to understand the nature and culture of local government entities and the difference between the public accountability of our clients and organizations in the private sector. Our mission is to offer services of high quality to our clients to facilitate their organizational goals and objectives. We maintain cutting-edge knowledge of new management technologies and focus on adapting these technologies for the local government environment.

S/MC consultants are well-known throughout the nation in the public sector. Our firm has performed dozens of similar projects, with recommendations fully implemented in approximately 98% of the studies.

Our mission is to provide innovative solutions that precisely address important issues facing our clients and to assist them to find and implement effective management techniques.

Our values include:

- Client Satisfaction
- Accurate & Timely Products
- Commitment to Implementation
- Inclusive Process
- Commitment to Quality
- "We Listen"

S/MC's unrivaled services include:

- Executive Search
 - Precision Executive Recruitment
 - Performance Goal Setting
 - Assessment Centers
 - Candidate Evaluation
 - Background Investigation
- Human Resources
 - Classification & Compensation
 - Performance Appraisal
 - Salary Analysis & Design
 - Pay-for-Performance
- Management & Organizational Analysis
 - Structural and Functional Analysis
 - Strategic Planning
 - Organizational Goal Setting
 - Management/Supervisory Training

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You Think You Are

Find out what you are greater than with our career programs.

FILL A POSITION WITH CONFIDENCE.

Employers across Michigan turn to the Michigan Works! System to identify skilled candidates who are prepared and ready to succeed.

Michigan Works! Agencies and Service Centers offer a variety of services, such as online job advertisement, training support, talent recruitment and resume sorting, to ensure that the labor force meets the needs of employers.

STEP 1 **GET THE HELP:** Visit a Michigan Works! One-Stop Service Center and tell us how we can best help your business.

STEP 2 **DEVELOP A PLAN:** Speak with local, experienced Michigan Works! staff member who is on the job to help you meet your talent demands.

STEP 3 **GET BACK TO BUSINESS:** Focus on growth of the business as you find, train and retain qualified employees.

ONE-STOP SERVICE CENTERS

POST A JOB

RESULTS

VETERANS

100% 3:48 PM 10/17/2016

MAC SERVICES

Have a job to fill? MAC can help.

Need to fill a key position in your county team? MAC can help. Our Jobs Hub page is the go-to source for county leaders looking to find the best employees. A \$75 fee covers a 30-day posting, along with promotion via MAC's social media channels.

Jobs now to be found at the hub:

- **Legislative Affairs Director, Macomb County (filing deadline just extended)**
- **Journeyman Electrician, City of East Lansing**
- **Asst. County Administrator, Jackson County**



For more information, visit the **[MAC Jobs Hub](#)** or contact Derek Melot, melot@micounties.org or 517-372-5374.

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09:41 HD

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Click on a category title to go to the current list of job openings in that category.

Category	Positions Included
Office & Legal	Job openings in city clerking, legal services, grant writing, office administration, public affairs or public information and records management.
Community Development	Job openings in building inspection, code enforcement, economic development, housing, planning and zoning.

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MICHIGAN MUNICIPAL LEAGUE CONVENTION

Macleac Island - September 14-16, 2016

LEAGUE CALENDAR

The League's Legislative Blog

Inside.208

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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
Department: Administration
Dated: October 2009

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.
- Represents the County Board as co-employer when disciplining employees under the direction of elected officials.
- Has responsibility for the operation, maintenance, and repair of County buildings and grounds and all features, fixtures, and furnishings thereof.
- 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 administrative 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 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 Signature

Dated: _____, 2009

County Board Chairman Signature

Dated: _____, 2009

Menominee County, Michigan Position Description

Title: Building & Grounds
Superintendent

Department: Buildings, Grounds & Parks

Date: October 2000

Purpose of Position

The purpose of this position is to manage and supervise the operations of the department and oversee the maintenance of facilities and grounds. The work is performed under the direction of the County Administrator.

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.

- Manages and oversees department operations including the maintenance of the Jail, Courthouse, Health Department, Annex, Library and Heating and Cooling Extension, and all grounds and parks; prepares the annual department budgets and orders supplies and equipment.
- Supervises department employees; selects new employees, provides training and instruction; plans, coordinates, assigns and reviews work; maintains standards; allocates personnel, and recommends disciplinary measures.
- Performs maintenance, chemical testing and repair of boiler and heating and cooling equipment.
- Coordinates maintenance for new facilities.
- Oversees vehicle and heavy equipment maintenance.
- Oversees the maintenance and monitoring of fire alarms and fire suppression systems.
- Presents information to the County Board; acts as a liaison to the media and the public.
- Performs grounds maintenance duties.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in construction or trades fields with five years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires possession of a valid Michigan driver's license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as budgets, invoices, blueprints, contracts, materials safety data sheets, policies, operating manuals, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the County Administrator and all department employees, other County departments, vendors, building occupants 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, and basic geometry and algebra.

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, vehicles and equipment, heating and cooling equipment and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as repairing equipment.
- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as machinery may cause discomfort and poses a 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**

Attachment A

Title: Airport Manager
Department: Twin County Airport Commission
Reports to: Airport Commission Chairperson
Date Adopted: 03/9/2012

Purpose of Position

Plans, directs and coordinates activities concerned with construction, maintenance, and operation of airport facilities in accordance with governmental agency or commission policies and regulations, by performing the following duties personally or through subordinated personnel.

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.

- Adhere to responsibilities described in the MDOT Aeronautics Administrative Code R 259.312
- Develop and implement administrative, environmental, maintenance and safety programs as directed by the Commission.
- Perform the duties of accounts payable and receivable, financial and tax reporting, filing monthly invoicing, record, prepare checks for payment, prepare routine correspondence and advise news media of pending board meetings.
- Seek to obtain State and Federal Grants for Airport Development Projects. Each application to be approved by the Airport Commission.
- Study and review policies and practices for compliance with State, Federal and Local laws and regulations.
- Check housekeeping and security practices for violations. Initiate proper steps to correct conditions not in accordance with health, safety and security practices and policies.
- Research special assignments, through appropriate sources, for pertinent information data. Organize, analyze and compile documented factual reports to keep the Commissioners apprised of matters dealing directly with the problem(s).
- Assist with resolving problems by determining, establishing and implementing policies, procedures and programs as directed by the Commission.

- Maintain and preserve an airport register book indicating arrivals and departures of aircraft, number of passengers and other information required by the Commission. Retain records for a period of three years, or such period required by the Commission.
- Expeditionously and in a timely manner file NOTAMS (notice to airmen) with the proper Federal Agency designating any changes in airport condition.
- Promote utilization and expansion of the airport towards a goal of financial self-support.
- Develop recommendations for preparation of the annual budget and report status to the Commission on a monthly basis.
- Enforces and reports violations of Federal Air Regulations and Civil Laws. Any violations will be directed to the Commission.
- Appoints staff of Maintenance Linemen as "Designated Representatives" to act on his/her behalf when the Airport Manager is unavailable through communication efforts.
- Supervises, plans, coordinates and assigns the work of airport personnel; monitors and evaluates performance and work outputs to maintain efficiency and quality of work.
- Supervises, directs and operates equipment necessary in the building and grounds maintenance of the airport; inspects runways, taxiways, ramps and roads and assesses operational conditions, inspect visual and nav-aids equipment and other airport related equipment and keeps accurate records of appropriate maintenance.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent; must become airport manager licensed with the State of Michigan within 60-days of hire; aviation and management experience preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as agendas, meeting minutes, reports, memos, manuals, contracts, policies, rules, bylaws, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the County Administrator.

Physical Requirements

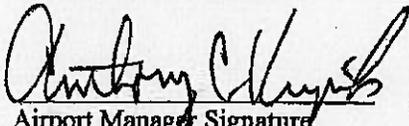
- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.

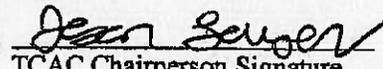
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.

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.


Anthony Chyba
Airport Manager Signature


Jean Berger
TCAC Chairperson Signature

4-1-2012
Date

4-1-2012
Date