

Resolution No. 5-0302

To The Honorable Iowa County Board of Supervisors:

We, the Committee on Salary and Personnel, do hereby recommend the following wage for the duties of the part-time position of County Board Chairperson/ Administrative Coordinator.

Scheduled two (2) days a week and when necessary one (1) floating day a week for a total of twenty-one (21) hours per week with compensation being \$10.00 per hour effective with the election as Chairperson by the County Board of Supervisors in April following the election for County Board Supervisors.

Duties as follows:

- 1) Available to the Public for input.
- 2) Be available to Committee(s) for assistance. Chairperson is ex-Officio (nonvoting) member of all County Committees.
- 3) Mandatory membership in the following Committees.
 - a) S.W. Regional Planning
 - b) S.W. Workforce Development – Local Elected Officials (6 County Board Chairs)
- 4) Be available to speak to various organizations in the County and to State Committees as requested.
- 5) Coordinate interoffice activities – Administrative.
- 6) Monitor workload in County Offices.
- 7) Coordinate County business.
- 8) Follow-up auditor's recommendations.
- 9) Coordinate the Committees of the County Board.
- 10) Attend some union negotiation meetings.
- 11) Participate in annual budgetary process.

If the County Board Chairperson/Administrative Coordinator is unable to hold scheduled office hours in order to be available for public input, the Chairperson shall designate in her/his absence the Vice-Chair of the County Board hold the scheduled hours. In the event the Vice-Chairperson of the Board substitutes for the chair and holds the scheduled office hours for the purposes of public input, said Vice-Chairperson will receive a per diem payment (equal to the amount of the first meeting attended), for each of the days present.

NOW, THEREFORE, BE IT RESOLVED, that the Committee on Salary and Personnel recommends the above wage and duty schedule be adopted and adhered to, effective April 19, 2002 with a sunset date of April 19, 2004.