

ORDINANCE RELATED TO ORGANIZATION OF  
ADMINISTRATIVE FUNCTIONS AND OFFICES

WHEREAS, the Iowa County Board of Supervisors has previously acted, by resolutions, to create several management positions in an attempt to improve the operations, efficiency and effectiveness of the County's services;

WHEREAS, the Iowa County Board previously adopted Resolution 5-698 on June 16, 1998, which reorganized these various management positions into a cohesive structure, and it is appropriate to enact an ordinance which will codify that policy and avoid uncertainty as to the duties, authority and accountability of various management employees;

Now, therefore,

The County Board of Supervisors of the County of Iowa do hereby ordain as follows:

Article One. The following Ordinance To Govern Organization Of Administrative Functions is hereby adopted:

(1) The policies, appropriations, priorities and overall direction for Iowa County government shall be determined by the County Board of Supervisors, acting through its Resolutions, ordinances, motions, and committees, boards or commissions.

(2) The County Board has authorized and may, from time to time, authorize employment of qualified persons as directors or managers to assist the County Board in operating the County and delivering the services provided by the County.

(3) The County Board, acting under authority of sec. 59.03, Wis. Stats., "Home Rule," creates the following organizational plan for central administration of the County:

(a) County Board Chairperson / Administrative Coordinator. The County Board Chairperson exercises the duties of these offices under sections 59.12 and 59.19 of the Wisconsin Statutes. The County Board has designated the Chairperson as the Administrative Coordinator to assure that the policies of the County Board are implemented fully and efficiently by the County departments. The Coordinator shall provide general oversight of the administrative offices and the County departments to assure that policies adopted by the County Board or its committees are faithfully carried out. The Chairperson shall report to and be accountable to the County Board in the conduct of these duties.

(b) County Clerk. The Clerk shall be responsible for recording the

proceedings of the County Board and committees; management of County insurance, property management, records management, and other duties specifically provided by Wisconsin statutes sections 59.23 and 59.24 and any other applicable statutes, with respect to the County Clerk and the staff of that office. The County Clerk shall report to and be accountable to the County Board.

(c) Finance Director. The Finance Director shall be responsible for establishing and maintaining the accounting and financial records of the County, and assure that departments have and maintain appropriate accounting systems, and that departments track expenditures and revenues in a manner which is consistent with state law, County ordinances and the adopted County budget. The Finance Director shall provide the Personnel Director with financial information to support the Director's work in formulation and implementation of the County's position in labor negotiations. The Finance Director shall advise the County Clerk on the valuation of county property for insurance purposes. The Finance Director shall supervise the payroll system in compliance with federal and state law. The Finance Director shall be supervised by and accountable to the Committee on Finance, Bonds, and Insurance.

(d) Personnel Director. The Personnel Director shall advise the County in development of compensation, management, labor relations, and administrative policies which will enable Iowa County to attract and retain quality employees. The Personnel Director shall supervise employee benefit plans, participate in labor relations and negotiations, and develop recommended positions in collective bargaining for review by the Salary and Personnel Committee. The Personnel Director shall be supervised by and accountable to the Committee on Salary and Personnel.

(4) The committee or body designated to supervise the Finance Director and Personnel Director shall be responsible for making hiring or firing decisions; determining whether or not to impose discipline; provide policy and general direction to the director or manager; and evaluate the director or manager's proposed budgets, policies, plans and other actions. By identifying a supervisory committee or body, the County Board intends to make it clear that no other elected officials has supervisory power over that director or manager.

Article Two. This ordinance shall be construed as a continuation of the policies previously adopted by the Iowa County Board in resolutions. The ordinance shall be effective upon its publication.

Dated this DAY OF MARCH 16, 1999  
~~day of February, 1999.~~

SALARY AND PERSONNEL COMMITTEE

Neil D. Jeffers

Thomas Powell

D.C.M.

James L. Boy

Diane McGuire