



Administrative Coordinator

Oneida County

Oneida County is accepting applications to fill a part-time (approximately 10-20 hours per week) Administrative Coordinator position, paying a stipend of \$2,500 per month. No benefits offered with this position.

This appointed management position will operate under the general direction of the Oneida County Board's Executive Committee and is responsible for assisting in the coordination of all administration and management functions not otherwise assigned by Law, in Boards or Commissions or other elected officers. Position duties will include but not limited to developing, maintaining and coordinating various trainings, meetings, manuals and processes for Department Heads and County Board Supervisors, assisting in the annual budget process, providing public tours, participation in county risk management efforts, redistricting oversight, and providing support and guidance to the County Board as needed.

Qualified applicants must have previous work and/or educational experience in a local government setting, ideally in a Wisconsin County leadership position, that will allow them to complete the essential duties and responsibilities assigned. The ideal candidate will possess excellent verbal and written communication skills, have good knowledge of open records and open meetings law, strong knowledge of computer hardware and software including Microsoft Office Suite, the ability to maintain confidential information and be comfortable working independently.

Applicants selected to move forward in the process must be available Monday, May 13, 2024 for the interview process.

Complete job description and *required* Oneida County application available at www.oneidacountywi.gov. Completed application along with any resume and available college transcripts can be mailed to Oneida County LRES, P.O. Box 400, Rhinelander, WI 54501, or emailed to jlueneburg@oneidacountywi.gov.

Deadline to apply is Tuesday, May 7, 2024 at 9:00 a.m.

Oneida County is an Equal Opportunity Employer

Oneida County Job Description

Job Title: Administrative Coordinator
Class Title: Administrative Support
Department: Administrative Coordinator
Reports To: Executive Committee
FLSA Status: Exempt
Prepared By: Charbarneau/T Hartman
Prepared Date: March 2024
Approved By: Executive Committee
Approved Date: April 16, 2024

SUMMARY This appointed management position, which operates under the general direction of the Executive Committee of the Oneida County Board, is responsible for assisting as requested and directed in the coordination of all administration and management functions not otherwise vested by Law, in Boards or Commissions, or other elected officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Collaborate with the HR Director to develop new forms and processes for Department Head and Employee Performance Evaluations. Collaborate with Committee of Jurisdiction, County Board Chair, First Vice Chair and 2nd Vice Chair on annual Department Head evaluations.
- Develop, maintain and lead bi-annual training for the County Board members on completing the Department Head evaluation process.
- Assist the Executive Committee in creating a balanced budget to present to the County Board by attending all budget meetings and meeting with Finance Director prior to budget to gather any additional budget concerns and suggestions.
- Develop, maintain and implement a budget training for County Board Supervisors to be delivered annually in May/June
- Develop and maintain a training manual for new and veteran County Board Supervisors
- Develop, maintain and lead a bi-annual County Board Tour and orientation of Facilities and Operations.
- Develop, maintain and implement a training on the County Code
- Create a monthly newsletter to County Board Supervisors to summarize committee current events, topics and issues.
- Serve as an advisor to all County Board Supervisors for questions on County Code, Policies and Procedures.
- Manage the Liability and Property insurance policies and claims
- Oversee all incoming and outgoing mail for departments of the County
- Redistricting (once every ten years)
- Coordinate holiday decorations/decorating and fundraising
- Provide tours of Courthouse for schools and tour groups

ESSENTIAL DUTIES AND RESPONSIBILITIES (continued)

- Serve as a member of the Loss Control Committee as defined by the Risk Management Program as approved by the County Board.
- Assist the County Board Committees in analyzing the organizational design and efficiencies of departments; make recommendations to the Committee of Jurisdiction involving staff levels, duties, organizational design, funding levels and operation needs.
- Review resolutions for the County Board on behalf of various Committees of Jurisdiction and represents those Committees at County Board Meetings.
- Assist the Board Chair in the preparation of the County Board meeting and committee agendas, attend or be represented at County Board and committee meetings and furnish requested information as required.
- Any other duty as assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent verbal and written communication skills
- Maintain thorough knowledge of open records and open meetings law
- Understand roles/responsibilities of various county elected positions and departments, and have the ability to establish and nurture relationships across a diverse cross-section of individuals
- Able to research, compile, analyze and report data clearly.
- Able to initiate, plan and complete projects and programs in a timely and accurate manner.
- Knowledgeable of computer hardware, software and accessories, including Microsoft Office Suite.
- Ability to work independently without direct supervision.
- Ability to maintain confidential information.

EDUCATION and/or EXPERIENCE

- Work experience in a local government setting, ideally in a Wisconsin County leadership position.
- Combination of education and experience that allows for the essential duties and responsibilities be completed.

LANGUAGE SKILLS

Must possess excellent English verbal and written communication skills.

MATHEMATICAL SKILLS

Good basic mathematical skills.

REASONING ABILITY

Ability to evaluate situations and make good independent decisions.