

RESOLUTION No. 9-0706

TO THE HONORABLE IOWA COUNTY BOARD OF SUPERVISORS:

We, the Administrative Study Committee, do hereby recommend this Resolution to rescind and replace Resolution No. 7-1200 and Resolution 5-0302 establishing the hours, wage and duties for the part-time position of County Board Chairperson/Administrative Coordinator.

The part-time position of the County Board Chairperson/Administrative Coordinator shall be paid for no more than 21 hours in any week and shall be compensated at a rate of \$15.00 per hour.

The following shall be the duties and authority of the part-time County Board Chairperson/Administrative Coordinator:

- 1) Be available for public input
- 2) Be available to committee(s) for assistance
- 3) Coordinate county business, including but not limited to:
 - Coordinate interoffice activities
 - Monitor work loads of county offices
 - Follow-up on auditor's recommendations
 - Coordinate committee activities
 - Follow-up on County Board actions, resolutions, etc.
- 4) Maintain a listing of county-owned real estate, buildings, abstracts, titles, etc.
- 5) Attend and participate in union negotiation meetings as desired
- 6) Represent Iowa County as a member of the Southwest Wisconsin Regional Planning Commission and Southwest Wisconsin Workforce Development Board
- 7) Be authorized to add items to any committee agenda
- 8) Be authorized to call a meeting of any committee
- 9) Be the county's official contact for media communications
- 10) Supervise and direct the administrative operation and Department Heads of the Finance, Personnel and Information Systems offices under the authority delegated by the respective governing committees.
- 11) Be responsible for preparing an annual draft county budget for the Finance, Bonds, Insurance, Tax Claims, Legislative, Resource Development & Tourism Committee

This position, as Chairperson, also has the authority granted by the County Board Rules adopted at the January 17, 2006 session of the Board. In the case of conflict, said Rules shall prevail.

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 his/her absence the Vice-Chairperson of the County Board to hold the scheduled hours. In such an event, the Vice-Chairperson will receive the same compensation rate as the part-time County Board Chairperson/Administrative Coordinator.

NOW THEREFORE BE IT RESOLVED that the Administrative Study Committee recommends the above hours, wage and duty schedule be adopted for an interim period expiring July 1, 2007.

Respectfully submitted:

Dana Perry, Chairperson
Eric Anderson
Scott A. Godfrey
Diane McGuire
Joe Thomas