

Staff Report

Subject: Approval and publication of Job Descriptions for Positions Authorized in the 2022-2023 Budget.

Author: Sarah Mausolf, Director

Department: Human Resources and Risk Management

Meeting Date: August 16, 2022

Item Description: Approval and publication of Job Descriptions for Positions Authorized in 2022-2023 Budget.

Summary Recommendation:

Staff is requesting authorization to publish job descriptions for new positions that have been authorized in the 2022-2023 budget.

Executive Summary/Background

The following job descriptions are required for positions authorized in the 2022-2023 budget:

Public Information Coordinator – The purpose of this position is to oversee and manage the County's external communications and media relations; building, maintaining and preserving a positive public image and raise public awareness for Effingham County through online and offline channels.

Irrigation Technician – The purpose of this position is to maintain and upkeep all the irrigation systems and facilities by working along with and instruct inmates on the completion of daily tasks.

Personal Property Auditor– The purpose of this position is to perform audits and appraisal duties in assisting in directing the work of the Tax Assessor's Office. The work consists of technical appraisal and audit duties. The volume of work contributes to the complexity of the position. This position also assists in the generation of an accurate tax digest property. Success in this position contributes to the accurate appraisal of property values.

Senior Custodian- Mobile Cleaning Crew – The purpose of this position is to perform routine, manual work cleaning and maintaining supplies in County buildings. Employees in this classification perform recurring tasks in accordance with established practices and cleaning schedules. This position is responsible for ensuring County buildings are clean, stocking restrooms; and picking up and removing trash from buildings. This position will be assigned an inmate crew to help clean the interior and exterior of the county facilities.

Operations Manager (Prison) – The purpose of this position is to assist the Warden of Effingham County Prison in confidential administrative and personnel matters. This position will ensure that all administrative functions of the Prison Office are completed by staff according to standard operating procedures and to assist the department head in daily activities, providing both administrative and financial support, to ensure smooth and efficient departmental and office operations.

These job descriptions have been reviewed and approved as true to form by the County Attorney.

Alternatives for Commission to Consider

1. Approve the job descriptions and authorize publication and distribution.
2. Disapprove the job descriptions and provide guidance to staff.

Recommended Alternative:

Staff recommends Alternative 1.

Other Alternatives:

None.

Department Review: County Manager, County Attorney, Human Resources.

Funding Source: Funding for the positions were allocated and approved in the 2022-2023 Fiscal Year Budget.

Attachments: Public Information Coordinator Job Description
Irrigation Technician Job Description
Personal Property Auditor Job Description
Senior Custodian- Mobile Cleaning Crew Job Description
Operations Manager (Prison) Job Description