

BUDGET COMMITTEE MEETING AGENDA
Thursday, July 18, 2002 – 6 pm
Special Called Meeting
Room 315, Blount County Courthouse

1. Discussion/Possible Action Regarding Commission Secretary
2. Other

County Commission
Budget
2002-2003

51100 County Commission	2002-03 Appropriated	Additions	Total
162 Clerical	0	32,000	32,000
191 Board & Committee Members Fee	75,600	0	75,600
201 Social Security	4688	1984	6672
204 State Retirement	0	2320	2320
205 Employee Insurance	0	1200	1200
206 Employee Insurance - Life	0	123	123
207 Employee Insurance - Health	0	3600	3600
208 Employee Insurance - Dental	0	186	186
210 Unemployment Compensation	0	42	42
212 Employee Medicare Liability	1098	464	1562
316 Contributions	0		0
320 Dues & Memberships	5623	0	5623
330 Lease Payments	2122	0	2122
331 Legal Services	35,010	0	35,010
332 Legal Notices	1698	0	1698
349 Printing-Stationery & Forms	0	700	700
355 Travel	6627	0	6627
356 Tuition	3289	0	3289
411 Data Processing Supplies	0	329	329
414 Duplicating Supplies	584	0	584
435 Office Supplies	0	206	206
437 Periodicals	0	200	200
499 Other Supplies & Materials	796	0	796
513 Workers Compensation	113	48	161
599 Other Charges	35,497	0	35497
711 Furniture & Fixtures		?	?
51100 County Commission TOTALS	172745	43,402	216,147

OFFICE MANAGER

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County and/or department policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments within the County.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department staff and employees in other departments, representatives from organizations, and the public so as to maintain good will toward the department and to project a good department image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the department. Emphasizes the importance of maintaining a positive image within the department. Interacts effectively with the County Commissioners, department heads, staff, elected officials, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work assignments and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the department and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

OFFICE MANAGER

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate to considerable stress when confronted with an emergency such as system failure.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear. (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the policies, procedures, and activities of the County, business, and local government as they pertain to the performance of duties relating to the position of Office Manager. Has thorough knowledge of office and business practices as necessary in the completion of daily responsibilities. Has thorough knowledge of policy analysis. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs and related as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Is able to use independent judgment as situations warrant. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers and the general public.

Quantity of Work: Performs described "Essential Functions" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to supervisors with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

OFFICE MANAGER

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machines, tools, and equipment such as telephones, personal computers and printers, typewriter, facsimile, calculators, and photocopiers. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical and administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures for office management. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand general principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the position of Office Manager.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine decimals and percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment and recording devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, keyboards, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

OFFICE MANAGER

Conducts research for appointed officials; reviews special issues and other materials; prepares written and/or oral summaries and reports of findings; distributes to appropriate individuals as required.

Prepares press releases regarding county activities; coordinates details with other staff members; reviews for accuracy and completeness; obtains approval from appropriate official and/or staff member; submits to press and/or publication agencies for processing; maintains catalog of all printed media regarding and/or affecting Knox County.

Prepares various documents to include correspondence, memoranda, reports, travel forms, expense reports, vehicle maintenance documents, and other related materials; reviews documents for accuracy and completeness; makes corrections as appropriate; copies and maintains for departmental files.

Maintains employee attendance records and time sheets; records leave balances used and earned; informs employees of available balances; reviews time sheets for accuracy; submits to payroll for processing.

Maintains departmental petty cash fund; ensures all expenditures are properly documented; balances fund on a regular basis; retains copies of all receipts for auditing purposes.

Answers incoming telephone calls; routes calls to appropriate individuals; responds to questions and/or provides information; takes messages as required.

Performs other administrative duties such as opening, sorting, and distributing incoming and outgoing mail, maintaining various departmental files and documents, and operating a two-way radio when applicable.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS

High school diploma (or GED equivalent) required, Associates degree preferred, with 3 to 5 years of executive level support staff experience as an Office Manager or Administrative Assistant (or related); or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for this position.

1850

**KNOX COUNTY, TENNESSEE
JOB DESCRIPTION, JANUARY 1998**

**JOB TITLE: OFFICE MANAGER
KNOX COUNTY COMMISSION**

GENERAL STATEMENT OF JOB

Under limited supervision, is responsible for managing the daily operations and coordinating the administrative and clerical support functions for the Knox County Commissioner's Office. Duties and responsibilities include, but are not limited to, supervising administrative staff in performing daily functions, monitoring work performance of assigned staff, conducting research; drafting press releases, monitoring the departmental budget, maintaining departmental petty cash fund, and performing other duties as assigned. Reports to the Chairman, Knox County Commission.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises, directs and evaluates assigned staff, handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Manages the daily operations of the County Commissioner's Office; coordinates administrative and clerical support functions; monitors and prioritizes work; answers questions and provides assistance as required; keeps commissioners informed of issues which need to be addressed.

Schedules meetings and coordinates calendars for the commissioners and for special meetings; informs attendees of meeting times and dates; prepares agendas and other materials or packets used during scheduled meetings; attends meetings and takes notes; transcribes minutes of meetings from tape recordings; maintains minutes and other pertinent documentation for departmental files and future reference.

Maintains the annual budget for the Commissioner's office in conjunction with supervisor(s); monitors expenditures and/or expenses; prepares and processes requisitions and purchase orders; reviews and corrects invoices; allocates charges and expenses to appropriate accounts; prepares expenditure audits; ensures departmental compliance with all budgetary guidelines.

Assists commissioners with constituent requests by answering questions and providing information; maintains confidentiality of all information; keeps accurate records and detailed documentation for departmental files.

Serves as liaison between commissioners, elected officials, city employees and the public; responds to questions and provides information; assists the public directly to respond to issues or concerns; resolves problems as required.

Administrative County Commission Duties

1. **Send committee meeting notices.**
2. **Publish notices in the newspaper.**
3. **Type, sometimes write, obtain signatures and frame proclamations.**
4. **Take minutes for committee meetings and mail to members.**
5. **Set up meetings.**
6. **Arrange travel plans for commissioners for conferences.**
7. **Pay bills from County Commission budget.**
8. **Copy and put together packets for County Commission meetings.**
9. **Prepare and make arrangements for County Commission meetings.**
10. **Assist public with information regarding County Commissioners.**
11. **Assist public with information regarding direction of committees to reach their needs.**
12. **Prepare and set up meetings and coordinate events regarding Commission and Committees.**
13. **Prepare monthly calendar for County Commission Committee Meetings.**
14. **Type letters for County Commissioners.**
15. **Help arrange marriage ceremony appointments for citizens.**
16. **Receive and distribute mail for County Commissioners.**
17. **Prepare and type resolutions for County Commission meetings occasionally upon request.**
18. **Get Pledge and Prayer for each County Commission Meeting.**

11-29-70

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November 28, 1990

OF COUNSEL:
KEN HALL

HAND-DELIVERED

Honorable Mike Walker
Blount County Commissioner

Dear Mike:

I am writing in response to your letter of November 23, 1990, regarding a secretary for the Commission. I feel this secretary is needed and that her job duties should include attending all meetings of the Commission and all committee and board meetings involving the Blount County Commission. I also feel that she should come under the budget of the County Clerk and that the most appropriate way to fund the position would be for Roy to amend his petition to add one (1) employee. I feel this secretary should be responsive to all members of the Commission but should primarily be under the control of and answer to Roy Crawford and the Chairman of the Commission. I think it is very important for this secretary to cooperate and work with the County Executive's Office to keep the County Executive advised as to all matters concerning the Commission and likewise, the County Executive's Office to keep our secretary advised as to all matters in which the Commission may have an interest. I have discussed this with Charlie, and he is agreeable and has indicated to me that his office will cooperate fully with any secretary that is brought in, and, of course, we should emphasize to this secretary that she will be required to cooperate fully with his office. It would seem to me that the hours would be set up with such flexibility that this person would have some time off during the day to compensate for the times that she would have to spend attending various meetings which occur after normal business hours. The person should have some secretarial skills and should also be competent enough to handle the projects of computerizing and indexing the various minutes and resolutions which are on file in Roy's office relative to prior commission action.

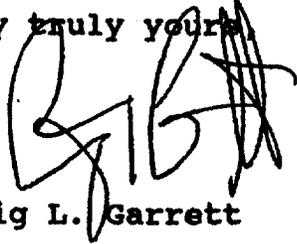
There are probably other concerns regarding this position which I have failed to mention, and I will

Honorable Mike Walker
Page Two (2)
November 28, 1990

leave that to the wisdom of the able committee which was selected to handle this task. I do want to reiterate to you and the committee that I feel that this is a position which is needed and will be very beneficial to the smooth and efficient operation of county government.

With kindest regards, I am

Very truly yours,

A handwritten signature in black ink, appearing to read 'CLG', with several overlapping loops and a long horizontal stroke extending to the right.

Craig L. Garrett

CLG:kgm

Blount County Government Position Description



Position Title: Senior Office Administrator

Operative: County Commission & Commission Chairperson Code # 302811

I. General Description of Position

Under general supervision of the Blount County Commission and Commission Chairperson, manages day-to-day office operations, administrative, and clerical support functions, which generally include: typing, sorting and distributing mail, filing, duplicating, document preparation, and records maintenance; monitors and prioritizes work. Serves as assistant to County Commission. Prepares, sets up, coordinates, attends, takes minutes, and gets Pledge and Prayer for County Commission meetings. Monitors the Commission budget. Answer telephone and direct calls. Uses computerized systems; enters and retrieves information and data.

II. Breakdown of Duties and Responsibilities

1. Primary function of this position is to assist the County Commission and Commission Chairperson, as needed, by managing day-to-day office operations, administrative, and clerical support functions, which generally include: keeping up literature, typing, sorting and distributing mail, filing, checking and duplicating papers and reports, document preparation, records maintenance, detailed documentation, researching, etc; monitors and prioritizes work. Use typewriter and duplicating equipment, fax machine, and other standard office equipment. Use word processors and microcomputers specific to the departmental requirements.
2. Copy and put together packets for County Commission meetings. Prepare, set up, and make arrangements for County Commission meetings. Attend Commission meetings. Take minutes for committee meetings and mail to members. Prepare and set up meeting and coordinate events regarding Commission and Committees. Prepare a monthly calendar for County Commission Committee Meetings. Get Pledge and Prayer for each County Commission meeting.

3. Greet the public, whether by phone or in person in a courteous and professional manner. Serves as liaison between County Commissioners, elected officials, County employees, and the public. Assist public with information regarding the County Commissioners, direction of committees to reach their needs, and topics concerning the County. Research for and assist with correspondence for Commissioners. Help arrange marriage ceremony appointments for citizens.
4. Receive, sort, and distribute incoming mail and packages for the County Commission. Send committee meeting notices and publishes notices in the newspaper. Type letters for County Commissioners. Prepare and type resolutions for the County Commission meetings occasionally upon request. Type (sometimes write), obtain signatures, and frame proclamations. Assist as needed in the preparation of proclamations.
5. Monitors and maintains the Commission's annual budget in agreement with supervisors; monitors expenditures and/or expenses; generates and processes purchase requisitions and orders, monitors and corrects invoices; lists charges and expenses to correct accounts; generates expenditure audits; ensures compliance with all budgetary guidelines for department. Arrange travel plans for County Commissioners for conferences. Pays bills from County Commission budget.
6. Performs related duties as assigned by County Commission or Commission Chairperson.

III. Minimum Knowledge and Training Required to Meet Position Responsibilities

Requires high school diploma (or GED equivalent) plus 3 to 5 years of experience as executive level support staff: Office Manager, Administrative Assistant, etc., or an appropriate combination of education, training, and experience. Requires typing skills at the minimum rate of 70 WPM and proficiency in word processing and/or microcomputer equipment/systems, with various software skills. Requires competence in filing, general office procedures, and numerical/verbal skills. Must have working knowledge of county government in addition to grammar, punctuation, and spelling. Requires effective communication skills.

IV. Environmental Conditions

Performance of normal duties and responsibilities involves mobility to and from parking lot and workstation, work station and other offices and employee lounge. Access to work station from parking lot involves no use of elevators and limited use of stairs. Requires frequent sitting. Requires occasional walking. May require light lifting and carrying of up to 25 pounds. Position requires frequent extension of arms and hands, frequent turning by rotating upper trunk right or left, occasional twisting in rotating the entire body, pushing against an object and pulling toward oneself. Frequent handling by seizing, holding, or grasping and fingering by picking, pinching or otherwise working the fingers is required.

Position Title: Senior Office Administrator

Requires bending, crouching, stooping, kneeling, turning, reaching, and twisting. Position requires continuous talking or expression of ideas by means of spoken word, and frequent hearing of sounds by way of oral communication in, for example, answering telephone. Continuous requirement for near vision and frequent depth perception. Work is inside with centrally controlled heating and air conditioning. Uses standard office equipment.

Employee's Signature

Date

Supervisor's Signature

Date

Certified by the HR Director
Sundie J. Church

Date