

County Coordinator

Date Posted:	October 19, 2018
Department:	Coordinator
Compensation:	\$95,056 to \$116,438 annually
Hours	40 hours per week
Deadline:	Monday, November 19, 2018 at 4:30pm

A thorough background check will be done on all finalists who apply for this position.

Job Summary:

The County Coordinator/Human Resources Director is responsible for performing various administrative, financial, human resource and special project functions as assigned by the County Board. This position is appointed pursuant to M.S. §375.48

Essential Functions:

40% Administrative, County Board

1. Carries out the orders and policies of the Board of County Commissioners in the operation of County Government in accordance with Federal, State and local laws and the accepted standards and practices of public administration.
2. Provides assistance and support to other appointed and elected department head in matters of purchasing, personnel and general government within the authority vested in the position by the County Board.
3. Attends, organizes and directs the preparation of agenda for regular and special meetings of the County Board and serves as Clerk of the County Board.
4. Assists County Board with appropriate data needed to make decisions.
5. Oversees preparation of minutes and prepares necessary correspondence.
6. Coordinates and monitors activities between the Board and the various operating departments.
7. Represents the County before the State Legislature, cities, school districts, and special interest groups; also acts as liaison with other governmental entities and serves as spokes person on matters pertaining to the media.
8. Prepares periodic and special reports concerning the activities of County government.
9. Assumes responsibility for County Risk Management Plan.
10. Functions as liaison with consulting and professional services to County.
11. Participates in the development of the long range planning needs, including program and service priorities, capital improvement planning and budgeting, long range space and building needs.
12. Travels as requires.

20 % Administration, Financial

13. Develops annual budget instructions, and work with County Auditor/Treasurer in preparing budget within levy guidelines set by the State.
14. Develops and administers purchasing procedures for supplies, equipment,

insurance, maintenance and service agreements.

15. Analyzes utilization practices of county property.
16. Monitors the County bonding program and reports any variances or deviations to the Board.

40% Human Resources

17. Functions as County HR Administrator, by developing and interpreting HR policies, as adopted by the County Board.
18. Develops and administers classification and compensation plans, maintains compliance with Local Government Pay Equity Act, and approves all changes in employee status for payroll purposes prior to action.
19. Develops and maintains an employee evaluation system.
20. Assures compliance with County HR Policy, Harassment Policy, Affirmative Action Plan, labor agreements, equal opportunity, AWAIR, OSHA, COBRA, PELRA, statutes, and the Americans with Disabilities Act.
21. Coordinates with the Minnesota County's Insurance Trust service provider in their risk management and safety programs.
22. Monitors group health/life insurance programs.
23. Assumes responsibility for Data Practices Act.
24. Participates in labor contract negotiations, contract interpretation and related activities, and administers collective bargaining agreements.
25. Conducts job analysis, develops and maintains job descriptions for all jobs.
26. Interviews and screens candidates for referral to supervisors or managers responsible for final selection.
27. Checks references of job applicants.
28. Orients new employees to the County, its HR policies and other relevant materials.
29. Performs investigations and approves disciplinary action under direction of the Board except discharge, which requires board approval.
30. Assures that all HR policy manuals are accurate and up to date.
31. Assures that appropriate records on all employees are maintained and are accurate.
32. Reviews and follows up on all Unemployment and Workers' Compensation cases as needed.
33. Performs related work as directed.

Minimum Qualifications:

- Master's Degree in a closely related field
- 7 years, closely related
- Valid driver's license

Benefits:

This position will receive the following benefits:

- Paid Time Off (PTO)
- Holiday Pay
- Pension
- Insurance (Health, Dental, Life)

- Voluntary Retirement Plans

Salary

\$95,056 to \$116,438 annually (Range 21, Non-union, exempt position)

Hours of Work

Office hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.

Pension

Minnesota Public Employee Retirement Association. Contribution rates are 6.5% by employee, 7.5% by employer.

INSURANCE

Coverage becomes effective the first of month following 45 days from hire date. We currently offer 3 health plans. Cost is per month:

	Single Coverage	Family Coverage
\$250 Deductible	\$32.88	\$890.44
\$750 Deductible	\$0	\$679.92
\$2000 Deductible	\$0	\$236.58

The County also contributes an HRA plan for each employee. Amount of contribution: \$1,272.00 yearly.

Dental insurance provider is Health Partners. It is a \$50 deductible with a \$1,000 annual maximum. Current rates:

Single: \$37.98

Single plus one: \$68.30

Family: \$112.02

Life insurance provider is Sun Life Financial. County pays for a \$10,000 policy.