

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2013-075**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with concurrence of the Resources and Community Support Committee, to approve the following job descriptions:

1. EMS Director
2. E-911 Director
3. EM Director
4. EM Coordinator
5. Deputy Judge/Executive

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 28 May, 2013.


Harry L. Berry
Hardin County Judge/Executive

ATTEST:


Kenneth L. Tabb
Hardin County Clerk

Exempt

Hardin County Fiscal Court Job Description

Emergency Medical Services Director

May 28, 2013

EMS

Pay Grade 22

Job Summary

The Emergency Medical Services Director oversees the daily operations of the HCEMS and facilitates the delivery of emergency care to the ill and injured. The nature of the work requires extensive decision-making abilities under pressure and also requires a calm professional demeanor. The HCEMS is a 24-hour response service with multiple stations.

Major Essential Duties

- Supervises the Hardin County EMS program with the goal of providing Hardin County with the most efficient EMS system possible while maintaining the highest level of care.
- Ensures all requirements of the Kentucky Board of EMS and local protocols established by the Medical Director are maintained.
- Assists with the development and training of emergency medical service personnel to ensure they are kept informed of changes in procedures or protocols.
- Ensures the compliance of privacy and personnel policies and regulations.
- Reviews patient care and other operational reports for completeness and appropriateness of medical care according to protocols in conjunction with Medical Director.
- Oversees the maintenance and repair of vehicles and equipment.
- Maintains an open line of communication with employees, and the County Judge/Executive.
- Supervises employee conduct, dress, attitude, and job performance.
- Disciplines employees as necessary

Minor Essential Duties

- Maintains inventory of supplies to ensure sufficient stock is on hand.
- Accurately records and processes employee time sheets on a bi-weekly basis.
- Causes the completion of the daily work schedule for all ambulance personnel.
- Approves work schedule changes in coordination with EMS Supervisors.
- Delegates daily activities to others in the chain of command.
- Performs other duties as assigned by the County Judge/Executive.

Relationships

The EMS Director performs duties within the EMS department, under the direct supervision of the County Judge/Executive.

Supervisory Responsibility

Responsibilities may include the following in accordance with organizational policies and applicable laws for all positions of county government under the direction of the Judge/Executive office:

- Supervises the Paramedic – Shift Supervisors, the Account Manager I within the Emergency Medical Services department which may include the following:
 - Assist with the training, development and work assignments
 - Evaluate job performance
 - Provide complaint and problem resolution
 - Enforce policies and procedures

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Two years or more of management in the field of emergency services
- An Associates Degree is strongly desired

Language Skills

- Ability to read, analyze and interpret policies, procedures, professional publications, and governmental regulations, financial reports, and legal documents
- Ability to respond to sensitive inquires and complaints from regulatory agencies, business community members, and suppliers of goods and services
- Ability to write reports, business correspondence, and policy and procedure documents
- Ability to make presentations on complex topics to employees, business committee members, elected officials or other members of government
- Ability to display strong oral, written and listening skills
- Ability to write speeches, articles and publications when necessary
- Ability to handle sensitive issues.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute ratio and percent, and to draw and interpret graphs.
- Ability to apply concepts of algebra and statistics as needed

Reasoning Ability

- Solves practical problems while dealing with several abstract and concrete variables.
- Interprets an extensive variety of complex technical and instructional material.
- Makes reasonable and logical conclusions from information which may be conflicting or disjointed.
- Makes decisions which serve the County's best interest and impact the areas over which authority is exerted.

Certificates, Licenses, Registrations

- Must possess and maintain licensure as a Paramedic by the Kentucky Board of EMS
- Must possess and maintain a valid Kentucky Driver's License
- Must obtain and maintain other certifications and credentials as required by the EMS Department
- Must maintain training and certifications as required by KY OSHA
- Must maintain training and certifications as required by the Federal Emergency Management Agency (FEMA)
- Must obtain and maintain certification in Hazardous Materials (Operational Level) within one (1) year following promotion.

Other Knowledge and/or Skills

- Display mature judgment, courtesy, and tact in dealing with the public, elected officials and government employees
- Possess the following necessary knowledge, skills, and abilities to:
 - Operate complex communications equipment
 - Operate computers
 - Operate basic and advanced life and support and rescue equipment

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must maintain physical ability to perform the job as required or determined by a periodic physical exam. This policy will not infringe on rights provided by the American disabilities Act (ADA).

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Sit
Talk or hear
Use hands to type, handle paper, etc.
Reach with hands and arms
Lift and carry a minimum of 25 pounds
Squat and bend

Occasionally (under 1/3 of regular work day)

Stand or walk
See hazardous list in Work Environment Section
Walk over rugged, uneven terrain
Drive an emergency vehicle

Vision requirements include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus. This allows the individual the ability to differentiate the color of liquids and smoke.

Work Environment

Considerable health and physical strength requirements are necessary. Though safety and risk management measures are implemented wherever possible, there remain numerous unavoidable aspects of this position, which may place the individual at risk of personal harm or illness resulting from performance of his/her duties. Situations which may result in such personal harm or illness included but are not limited to:

- Driving an emergency vehicle using lights and sirens
- Exposure to hostile or combative patients and other individuals
- Response to violent crime scenes
- Response to accidents involving hazardous chemical spills
- Exposure to communicable diseases
- Danger from moving traffic at highway/roadway accidents
- Response to environments including those involving chemical, radiological, biological or explosive hazards
- Exposure to dirty needle sticks and medical waste
- Performance of certain high-risk procedures in the delivery of advanced life support
- Noise level is moderate to high
- Temperature level will vary from extreme cold to extreme heat

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules, Regulations, Protocols and Standard Operating Guidelines, the personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, the Kentucky Administrative Regulations, and any other procedures, rules, regulations, and policies set forth by appropriate authorities.
- Must maintain confidentiality
- Must have personal integrity and remain free of felony convictions.
- Must be neat in appearance
- Must be 21 years or older

Date Approved:

May 28, 2013



Harry L. Berry
Hardin County Judge/Executive

Exempt

Hardin County Fiscal Court Job Description

E-911 Director

May 28, 2013

E-911

Pay Grade 18

Job Summary

Under the general direction of the County Judge/Executive, the E-911 Director manages the operation of the Hardin County E-911 Center, coordinates the operation of the E-911 Center with other user agencies, is responsible for day-to-day activities of the center, and performs related duties as assigned.

Major Essential Duties

- Plan, direct, and control the work of the E-911 Center personnel and all the day-to-day activities to include: training, evaluating work performance, and ensuring compliance with established policies;
- Develop and prepare work schedules for E-911 dispatchers and administrative and technical personnel to guarantee adequate coverage at all times;
- Closely coordinate the operations of the center with all user emergency agencies and secondary sites;
- Troubleshoot all equipment, to include E-911 wire line and wireless automatic locating information devices, routers, connectivity, dispatcher workstations, and other automated devices and peripherals;
- Coordinate all equipment repairs, replacements, and preventive maintenance with appropriate service support organizations to maintain uninterrupted E-911 services to the community;
- Manage an annual budget consisting of employee payroll and benefits, contract fees, required supplies and equipment, and other budgetary line item essentials;
- Coordinate with county officials, city officials, and telephone service providers to accurately maintain and update the E-911 Master Street Address Guide (MSAG);
- Oversee the issuance of new addresses to new homes, businesses, subdivisions and rural parcels;
- Coordinate the integration of database records with telephone service providers to ensure accurate locations of E-911 callers;
- Review and resolve E-911 inquiries and discrepancies for updates and corrections to the location information with telephone service providers databases;
- Maintain close coordination with other county and city agencies to provide proper information with regard to correct street information and signage;
- Update as necessary boundary changes on Emergency Service numbers (ESN's), zip codes, exchanges, etc.;
- Review information provided to the E-911 GIS technician for proper digitizing of all components of E-911 addressing on proper GIS computerized mapping;

- Review all GIS data for accuracy; and
- Answer, screen, research, inform, advise, record, and process all customer requests efficiently and expeditiously as received by telephone, mail, or in-person.

Minor Essential Duties

- Maintain files
- Distribute information as needed
- Prepare general and technical correspondence
- Update existing databases on a regular basis and protect them from infiltration of faulty control measures
- Coordinate, update, and revise E-911 policies and procedures as required.

Supervisory Responsibility

Responsibilities may include the following, in accordance with organizational policies and applicable laws for all positions reporting to the Judge/Executive's office:

- Supervise the Executive Officer, Operations Manager, Terminal Agency Coordinator, Certified Training Officer, IT Specialist within the E-911 Department, which may include the following:
 - Assist with hiring, training, development and work assignment
 - Evaluate job performance
 - Provide complaint and problem resolution
 - Enforce policies and procedures

Relationships

The E-911 Director will interact under the direction of the County Judge/Executive.

Qualifications

Education and/or Experience

- An associate's degree from an accredited college with emphasis in public safety, public administration, business management, or law enforcement administration, or
- Graduate of an accredited high school or equivalent supplemented by four years experience in a supervising capacity, two of which are within a government agency or organization.

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, and legal documents.
- Ability to respond to sensitive inquiries or complaints from regulatory agencies, business community members, or the general public.
- Ability to write reports, business correspondence, policy and procedure manuals.
- Ability to write speeches, articles, and publications relating to E-911 issues.

- Ability to present effective and persuasive presentations related topics to management, public groups, and elected officials. Strong oral, written, and listening skills are required.
- Ability to craft and compose effective requests for grant funding for the purpose of acquiring funding for E-911 applications from external government.

Mathematical Skills

- Add, subtract, multiply, and divide in all units of measure, using whole numbers and decimals
- Compute ratio and percent and to draw and interpret graphs
- Apply concepts of algebra, and statistics as needed

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of complex and technical information, and instructions.
- Ability to solve practical problems, and deal with several abstract and concrete variables.
- Ability to make decisions serving the county's best interests.
- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, and legal documents

Certificates, Licenses, Registrations

- Must maintain a valid Kentucky Driver's License

Other Knowledge and/or Skills

- Display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Possess the following:
 - Ability to work with other related county and municipal departments within Hardin County
 - Ability to communicate both orally and in writing
 - Advanced computer skills
 - Hand-eye coordination

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing job duties, the employee could reasonably be expected to:

Regularly

(over 2/3 of regular work day)

- Sit
- Talk or hear
- Use hands to type, handle paper, etc
- Drive a vehicle

Occasionally

(under 1/3 of regular work day)

- Stand or walk
- Reach with hands and arms
- Drive a vehicle
- Lift and/or move up to 25 pounds

Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus

Work Environment

The work environments described in preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

The noise level is usually moderate to high.

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must maintain confidentiality
- Must have personal integrity and remain free of felony conviction
- Must be neat in appearance
- Must be 21 years or older

Date Approved: *May 28, 2013*


Harry L. Berry
Hardin County Judge/Executive

**Hardin County Fiscal Court
Job Description**

Emergency Management Director

May 28, 2013

**Emergency Management
Pay Grade 16**

Job Summary

The Emergency Management Director performs various emergency preparedness and response duties and other responsibilities assigned by the Judge/Executive. The Emergency Management Director is responsible for developing and maintaining the county's emergency operations plans (EOP's), standard operating procedures (SOP's), and mutual aid agreements as required. The nature of emergency management work requires extensive decision-making abilities under pressure and also requires a calm professional demeanor.

Major Essential Duties

- Implements emergency preparedness programs initiated by federal and state government, by developing and directing comprehensive county plans for warning and response in the event of a disaster or emergency.
- Develops and maintain the emergency operations center as well as coordinating the emergency communications and warning systems. Provides training for individuals utilizing the emergency operations center and its plans.
- Identifies potential hazards facing the community and compiles required emergency resource and response data from government and private organizations.
- Coordinates the on-scene response of local agencies during emergencies or disasters.
- Performs specialized work in developing and coordinating emergency management, such as fire, police, public works, communications, public information, and training.
- Conducts monthly business meetings of the Emergency Management/Fire & Rescue Organizations.
- Provides pertinent information to local county and city officials, public safety officials and emergency responders concerning administrative, training, exercise development, damage assessment, and search and rescue as it relates to emergency management.

Minor Essential Duties

- Keeps local officials and emergency responders informed concerning administrative, training, exercise development, damage assessment, and search and rescue issues/opportunities related to emergency management
- Conducts periodic business meetings with area emergency planning and response agencies as required
- Performs other duties as assigned by the County Judge/Executive

Supervisory Responsibility

Responsibilities may include the following in accordance with organizational policies and applicable laws for all positions of county government under the director of the Judge/Executive Office:

- Supervises the Emergency Management Coordinator within the Emergency Management department which may include the following:
 - Assist with the training, development and work assignments
 - Evaluate job performance
 - Provide complaint and problem resolution
 - Enforce policies and procedures

Relationships

The Emergency Management Director performs duties within the Emergency Management department, under the direct supervision of the County Judge/Executive.

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Experience in the management of emergency services
- An Associate's Degree is strongly desired

Language Skills

- Ability to read, analyze and interpret policies, procedures, professional publications, and governmental regulations, financial reports, and legal documents.
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, and suppliers of goods and services.
- Ability to write reports, business correspondence, and policy and procedure documents.
- Ability to make presentations on complex topics to employees, business committee members, elected officials or other members of government.
- Ability to display strong oral, written and listening skills.
- Ability to handle sensitive issues.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute ratio and percent, and to draw and interpret graphs.

Reasoning Ability

- Solves practical problems while dealing with several abstract and concrete variables. Interprets an extensive variety of complex technical and instructional material.
- Makes reasonable and logical conclusions from information which may be conflicting or disjointed.
- Makes decisions which serve the County's best interest and impact the areas over which authority is exerted.

Certificates, Licenses, Registrations

- Must possess and maintain a valid Kentucky Driver's License
- Must maintain training and certifications as required by KY OSHA
- Must maintain training and certifications as required by the Federal or State Emergency Management Agency including, but not limited to, emergency response, civil preparedness, exercise development, fire, damage assessment, earthquake mitigation, severe weather, and hazard identification and hazardous waste site worker training
- Must obtain and maintain other certifications and credentials as required by the County Judge/Executive and/or Kentucky Emergency Management

Other Knowledge and/or Skills

- Display mature judgment, courtesy, and tact in dealing with the public, elected officials and government employees
- Possess the following necessary knowledge, skills, and abilities to:
 - Operate complex communications equipment
 - Operate computers

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must maintain physical ability to perform the job as required or determined by a periodic physical exam. This policy will not infringe on rights provided by the American disabilities Act (ADA).

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular workday)

Sit
Talk or hear
Use hands to type, handle paper, etc.
Reach with hands and arms
Lift and carry a minimum of 25 pounds
Squat and bend
Drive a vehicle

Occasionally (under 1/3 of regular work day)

Stand or walk
See hazardous list in Work Environment Section
Walk over rugged, uneven terrain

Vision requirements include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus. This allows the individual the ability to differentiate skin colors and tones and the color of liquids and smoke.

Must meet the requirements of 29 CFR Part 1910 as it relates to medical clearance and the ability to wear hazardous materials equipment when required.

Work Environment

Considerable health and physical strength requirements are necessary. Though safety and risk management measures are implemented wherever possible, there remain numerous unavoidable aspects of this position, which may place the individual at risk of personal harm or illness resulting from performance of his/her duties. Situations which may result in such personal harm or illness included but are not limited to:

- Driving an emergency vehicle using lights and sirens
- Response to accidents involving hazardous chemical spills
- Danger from moving traffic at highway/roadway accidents
- Response to environments including those involving chemical, radiological, biological or explosive hazards
- Exposure to medical waste
- Noise level is moderate to high
- Temperature level will vary from extreme cold to extreme heat
- Moisture level will vary from extreme dry to rain, snow, and ice conditions and may require immersion in water

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules, Regulations, Protocols and Standard Operating Guidelines, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, the Kentucky Administrative Regulations, and any other procedures, rules, regulations, and policies set forth by appropriate authorities.
- Must maintain confidentiality
- Must have personal integrity and remain free of felony convictions.
- Must be neat in appearance
- Must be 21 years or older

Date Approved:

May 28, 2013



Harry L. Berry
Hardin County Judge/Executive

**Hardin County Fiscal Court
Job Description**

Emergency Management Coordinator

May 28, 2013

**Emergency Management
Pay Grade 10**

Job Summary

The Emergency Management Coordinator serves as a backup for the Emergency Management Director in his absence. The EM Coordinator also performs various emergency preparedness and response duties and other responsibilities assigned by the EM Director as well as assisting in developing and maintaining the county's emergency operations plans (EOP's), standard operating procedures (SOP's), and mutual aid agreements as required. The nature of emergency management work requires extensive decision-making abilities under pressure and also requires a calm professional demeanor.

Major Essential Duties

- Possesses the ability to temporarily backup the EM Director in his/her absence
- Assists in developing and maintaining the county's emergency operating plan (EOPs), standard operating procedures (SOPs), and mutual aid agreements as required
- Prepares and annually updates Tier II, Tab Q 7s
- Performs various emergency preparedness and response duties and other responsibilities assigned by the EM Director
- Compiles emergency resource data from government and private organizations
- Distributes public notices to the media
- Prepares required reports and maintains documents related to EM operations
- Coordinates support of operations during declared and non-declared disasters
- Assists in providing pertinent information to local county and city officials, public safety officials and emergency responders concerning administrative, training, exercise development, damage assessment and/or search and rescue as it relates to Emergency Management

Minor Essential Duties

- Maintains and updates monthly claims for Emergency Management
- Receives invoices and packing slips or work orders and prepares them for proper payment by Finance Department
- Prepares required purchase orders
- Establishes and maintains records related to all purchases
- Maintains inventory of supplies and material to ensure sufficient stock is on hand.
- Coordinates the maintenance and repair of department vehicles and equipment.
- Accurately records and processes department time sheets on a bi-weekly basis.

Supervisory Responsibility

- None

Relationships

The Emergency Management Coordinator performs duties within the Emergency Management Department, under the direct supervision of the Emergency Management Director.

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Experience in the operation of emergency services
- An associate's degree is strongly desired

Language Skills

- Ability to read, analyze and interpret policies, procedures, professional publications, and governmental regulations, financial reports, and legal documents.
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, and suppliers of goods and services.
- Ability to write reports, business correspondence, and policy and procedure documents.
- Ability to make presentations on complex topics to employees, business committee members, elected officials or other members of government.
- Ability to display strong oral, written and listening skills.
- Ability to handle sensitive issues.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute ratio and percent, and to draw and interpret graphs.

Reasoning Ability

- Solves practical problems while dealing with several abstract and concrete variables. Interprets an extensive variety of complex technical and instructional material.
- Makes reasonable and logical conclusions from information which may be conflicting or disjointed.
- Makes decisions which serve the County's best interest and impact the areas over which authority is exerted.

Certificates, Licenses, Registrations

- Must possess and maintain a valid Kentucky Driver's License
- Must maintain training and certifications as required by KY OSHA
- Must maintain training and certifications as required by the Federal or State Emergency Management Agency including, but not limited to, emergency response, civil preparedness, exercise development, fire, damage assessment, earthquake mitigation, severe weather, and hazard identification and hazardous waste site worker training
- Must obtain and maintain other certifications and credentials as required by the Emergency Management Director and/or Kentucky Emergency Management

Other Knowledge and/or Skills

- Display mature judgment, courtesy, and tact in dealing with the public, elected officials and government employees
- Possess the following necessary knowledge, skills, and abilities to:
 - Operate complex communications equipment
 - Operate computers

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must maintain physical ability to perform the job as required or determined by a periodic physical exam. This policy will not infringe on rights provided by the American disabilities Act (ADA).

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Sit
Talk or hear
Use hands to type, handle paper, etc.
Reach with hands and arms
Lift and carry a minimum of 25 pounds
Squat and bend
Drive a vehicle

Occasionally (under 1/3 of regular work day)

Stand or walk
See hazardous list in Work Environment Section
Walk over rugged, uneven terrain

Vision requirements include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus. This allows the individual the ability to differentiate skin colors and tones and the color of liquids and smoke.

Work Environment

Considerable health and physical strength requirements are necessary. Though safety and risk management measures are implemented wherever possible, there remain numerous unavoidable aspects of this position, which may place the individual at risk of personal harm or illness resulting from performance of his/her duties. Situations which may result in such personal harm or illness included but are not limited to:

- Driving an emergency vehicle using lights and sirens
- Response to accidents involving hazardous chemical spills
- Danger from moving traffic at highway/roadway accidents
- Response to environments including those involving chemical, radiological, biological or explosive hazards
- Exposure to medical waste
- Noise level is moderate to high
- Temperature level will vary from extreme cold to extreme heat
- Moisture level will vary from extreme dry to rain, snow, and ice conditions and may require immersion in water

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules, Regulations, Protocols and Standard Operating Guidelines, the County Personnel Policy and Procedures Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, the Kentucky Administrative Regulations, and any other procedures, rules, regulations, and policies set forth by appropriate authorities.
- Must maintain confidentiality
- Must have personal integrity and remain free of felony convictions.
- Must be neat in appearance
- Must be 21 years or older

Date Approved: *May 28, 2013*



Harry L. Berry
Hardin County Judge/Executive

Hardin County Fiscal Court Job Description

Deputy Judge/Executive

May 28, 2013

Judge/Executive's Office Pay Grade 23

Job Summary

The purpose of the position of Deputy Judge/Executive is to assist the Judge/Executive in the exercise of all administrative powers, financial responsibilities, and other duties associated with the office of County Judge/Executive, as well as other responsibilities as shall be prescribed in the County Administrative Code and as assigned by the Judge/Executive.

The Deputy Judge/Executive is considered and treated as a full time position and viewed as the primary aide to the County Judge/Executive. The position of Deputy Judge/Executive shall require a person capable of exercising all duties and functions of the County Judge/Executive, except that the Deputy Judge/Executive shall not act for the Judge/Executive as a member or presiding officer of the fiscal court.

Major Essential Duties

- Coordinate the activities between various departments and divisions of county government as directed by the Judge/Executive
- Act as a liaison between county government and agencies of government at the federal, state and local level as directed by the Judge/Executive
- Serve as the Office Manager for the Judge/Executive's Office
- Attempt to resolve differences and difficulties between county government and the general public
- Other than to serve as a member or presiding officer of Fiscal court, assume the executive, administrative and financial duties of the Judge/Executive in his absence

Minor Essential Duties

- Attend, participate, and facilitate communication on behalf of the Office of the County Judge/Executive at all meetings and activities as directed by the Judge/Executive
- Represent the County Judge/Executive at civic activities and community events as directed by the Judge/Executive
- Execute or oversee the administrative tasks as assigned by the County Judge/Executive
- Manage special projects involving county government as directed by the Judge/Executive

Supervisory Responsibility

- Supervise the Judge/Executive's Administrative Assistant, the Receptionist, and any other employees within the Office of the Judge/Executive including:
 - Assist with hiring, training, and work assignments
 - Evaluate job performance
 - Provide complaint and problem resolution
 - Enforce policies and procedures

Relationships

The Deputy Judge/Executive performs within the Office of the Judge/Executive under the direct supervision of the Judge/Executive.

Qualifications

Education and/or Experience

- A bachelor's degree from an accredited college or university and two or more years experience in organizational leadership, business administration, and resource management; or
- An associate degree from an accredited college or university and five or more years experience in organizational leadership, business administration, and resource management is required.

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, and legal documents
- Ability to respond to sensitive inquiries or complains from employees, regulatory agencies, business community members, or the general public
- Ability to write reports, business correspondence, policy and procedure manuals
- Ability to write speeches, news articles, and publications when necessary.
- Ability to present effective presentations on complex topics to committee members,, public groups, employees, and elected officials, or other members of government organizations.
- Displays strong oral, written, and listening skills

Mathematical Skills

- Ability to add, subtract, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute ratio, percent, and to draw and interpret graphs
- Ability to apply concepts of algebra, geometry, and statistics as needed

Reasoning Ability

- Ability to interpret an extensive variety of complex and technical information and instructions
- Ability to solve practical problems, and deal with several abstract and concrete variables
- Ability to make decisions serving the county's best interests
- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, and legal documents

Certificates, Licenses, Registrations

- A valid Kentucky's Driver's License

Other Knowledge and/or Skills

- Ability to display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Skill in the effective use of computers and standard office machines. These skills include thorough knowledge of standard office computer programs--Microsoft Word, Excel, and Power Point
- Knowledge to effectively access and use the internet
- Skill to manage workflow, employees, projects, budgeting, and other financial management skills.

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3)

Sit
Talk or hear
Use hands to handle, feel or type

Occasionally (under 1/3)

Stand or walk
Reach with hands and arms
Lift and/or move up to 25 pounds
Drive a vehicle

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually moderate.

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 21 years or older
- Must have personal integrity and remain free of felony convictions
- Must maintain confidentiality when required

Date Approved: *May 28, 2013*



Harry L. Berry
Hardin County Judge/Executive