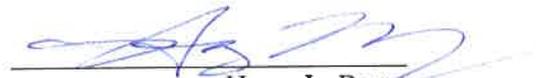


**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2015-168**

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

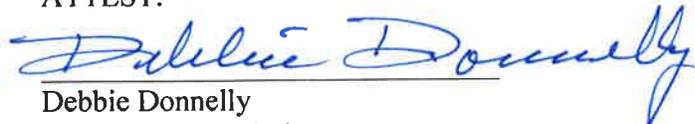
1. Change the title of Information Technology Specialist to Network Analyst
2. Change the County Engineer's job description to reflect supervision of the Network Analyst
3. Change the E-911 Director's job description to remove the Network Analyst as a direct report

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 27 October 2015



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Debbie Donnelly
Hardin County Clerk

Hardin County Fiscal Court Job Description

**County Engineer
Department**

October 27, 2015

Engineering

Pay Grade 28

Job Summary

The County Engineer is a highly responsible position involving administrative and technical responsibility for all engineering activities associated with county government, oversight of county related utility activities, and development and implementation of the county's geographical information system (GIS). The County Engineer plans, supervises, and coordinates these activities subject to direction of the County Judge/Executive. This position requires an extensive knowledge of the principles and practices of civil engineering and the ability to plan and coordinate the work of others.

Major Essential Duties

- Assist the County Judge/Executive and the duly elected officials of Hardin County Fiscal Court to coordinate, communicate, facilitate, and execute the duties and responsibilities of Hardin County Government
- Coordinate activities between various departments and divisions of county government as directed by the County Judge/Executive
- Furnish technical advice to the County Judge/Executive, other members of Fiscal Court, and county department supervisors concerning engineering related issues
- Coordinates and supervises operations of the computer systems associated with the departments reporting to the Judge/Executive
- Administers activities associated with the computer systems operations
- Administer activities associated with the county's engineering department
- Develop and/or review engineering studies and project plans
- Supervise and/or review field survey, drafting, and design work
- Develop and/or review specifications for engineering related projects
- Areas of emphasis include, but are not limited to:
 - County road design
 - Landfill design and construction
 - Development and management of the county's geographical information system (GIS)
 - Implementation/operation of the county's storm water management program
- Inspect construction of new developments and subdivisions throughout the county and maintain records and controls for all developments in the county
- Perform necessary inspections and coordinate the enforcement of statutes, ordinances, regulations, and policies concerning engineering activities as they relate to county government
- Supervise the design of public works projects including:
 - Conducting research
 - Preparing proposals

- Obtaining consultants
- Inspecting the work/construction
- Compiling cost data, estimates, and budget performance
- Writing, reviewing technical specifications, drawings, and administering construction contracts including solicitation of bids
- Act as a liaison for engineering related issues between county government and other units and agencies of government at the federal, state, and local level as directed by the County Judge/Executive
- Perform additional duties as required

Minor Essential Duties

- Attend, participate, and facilitate communication on behalf of Hardin County Government at meetings involving engineering matters related to Hardin County Government
- Represent the county at civic activities and community events as directed by the Judge/Executive
- Execute or oversee administrative tasks as assigned by the County Judge/Executive
- Manage special projects involving Hardin County Government as directed by the 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's Office:

- Supervise employees within the Engineering Department including the Engineering Technician, the GIS Coordinator, and the Network Analyst 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 County Engineer performs duties within the Engineering Department under the direct supervision of the Judge/Executive.

Qualifications

Education and/or Experience

- The position of County Engineer requires a bachelor degree in civil engineering from an accredited institution or a combination of responsible professional municipal engineering experience with a bachelor degree in engineering from an accredited institution

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, suppliers of goods and services, and the general public
- Ability to write reports, business correspondence, and policy and procedure documents
- Ability to present effective presentations on controversial or complex topics to employees, business committee members, public groups, elected officials or other members of government organizations
- Ability to display strong oral, written, and listening skills
- Ability to write speeches, articles, and publications when necessary

Mathematical Skills

- College level math as required by a civil engineering degree

Reasoning Ability

- Define problems, collect data, establish facts, and draw valid conclusions
- Interpret an extensive variety of complex technical and instructional information
- Solve practical problems while dealing with several abstract and concrete variables
- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, and legal documents
- Make decisions which serve the best interest of the County and impact the areas over which authority is exerted

Certificates, Licenses, Registrations

- Registered professional engineer license issued by the Commonwealth of Kentucky.

Other Knowledge and/or Skills

- Must display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Must be skilled in the effective use of computers and standard office machines, including:
 - Thorough knowledge of standard office computer programs for word processing such as Microsoft Word
 - Spreadsheets such as Works or Excel
 - Visual presentations such as Power Point
 - Knowledge necessary to access and effectively use the Internet
- Must possess the skill necessary to manage workflow, projects, budgeting, and 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.

Regularly
(over 2/3 of work day)

- Sit
- Talk or hear
- Use hands to type, handle paper, etc.

Occasionally
(under 1/3 of regular work day)

- Stand or walk
- Reach with hands and arms
- 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 low.

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the County's best interests
- Must adhere to applicable provisions of the Department Rules and Regulations, Personnel Policy Manual, Hardin County Administrative Code, 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

Date Approved: October 27, 2015



Harry L. Berry
Hardin County Judge/Executive

Hardin County Fiscal Court Job Description

Network Analyst

October 27, 2015

E-911

Pay Grade 14

Job Summary

The position of Network Analyst involves administrative and technical responsibilities for Hardin County Fiscal Court activities associated with county government. The Network Analyst works under the direct supervision of the County Engineer to assist in the planning and implementation of technology throughout Hardin County Government. This position requires a basic knowledge of computer hardware, software programs, and related systems.

Major Essential Duties

- Assists Department Heads in coordinating, communicating, facilitating, and executing the technology needs of their respective departments
- Ensures the proper operations of computer systems associated with the Hardin County Fiscal Court and other county properties
- Designs information systems to provide management of clients with specific data from computer storage, utilizing knowledge of electronic data processing principles, mathematics, and computer capabilities
- Develops and designs methods and procedures for collecting, organizing, interpreting, and classifying information for input into computers and retrieval of specific information from computers, utilizing knowledge of symbolic language and optical or pattern recognition principles
- Develops alternate designs to resolve problems in input, storage, and retrieval of information
- Regulates access to computer data files, monitors data file use, and updates computer security files
- Assists employees with computer technology and security
- Assists Department Heads with IT needs associated with communication, information, and telephone systems as needed
- Completes IT projects involving Hardin County government and contracted agencies
- Coordinates with other entities of government to ensure operations of IT systems
- Researches and develops strategies for growth and improved services while maintaining budget constraints for the county

Minor Essential Duties

- Attends, participates, and facilitates communication on behalf of Hardin County Government at meetings involving technology matters related to the county government

Supervisory Responsibility

None

Relationships

The Network Analyst will interact under the direction of the County Engineer.

Qualifications

Education and/or Experience

- Graduate of a college or university with a bachelor's degree in technology information or related field; or
- Graduate of a college or university with an associate degree in information technology or related field, supplemental by two years technology experience; or
- High school degree supplemented by six years of technology experience in related technical field or vocational training will substitute for required experience on a year-for-year basis, up to a maximum of four years

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 present effective and persuasive presentations on related topics to management, public groups, and elected officials. Strong oral, written, and listening skills are required

Mathematical Skills

- Add, subtract, multiply, and divide in all units of measure, using whole numbers and decimals

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 possess a valid Kentucky Driver's License

Other Knowledge and/or Skills

- Displays mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Possesses the skills in the effective use of computers and standard office machines, including a thorough knowledge of computer programs:
 - Word processing such as Microsoft Word, spreadsheets such as Works or Excel
 - Visual presentations such as Power Point

Network Analyst

October 27, 2015

Page 2 of 3

- Possesses the knowledge necessary to access and effectively use the Internet
- Possesses the skill necessary to manage workflow, projects, budgeting and financial management skills
- Displays great customer service 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:

- | <u>Regularly</u>
<u>(over 2/3 of regular work day)</u> | <u>Occasionally</u>
<u>(under 1/3 of regular work day)</u> |
|---|--|
| <ul style="list-style-type: none"> • Stand or walk • Talk or hear • Use hands to type, handle paper, etc • Lift and/or move up to 25 pounds | <ul style="list-style-type: none"> • Sit • Reach with hands and arms • Drive a vehicle • Climb, crawl or maneuver in confined spaces |

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 low to 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 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

Date Approved: October 27, 2015



 Harry L. Berry
 Hardin County Judge/Executive

Network Analyst

October 27, 2015

Page 3 of 3

**Hardin County Fiscal Court
Job Description**

E-911 Director

October 27, 2015

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, 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, 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

- Obtaining consultants
- Inspecting the work/construction
- Compiling cost data, estimates, and budget performance
- Writing, reviewing technical specifications, drawings, and administering construction contracts including solicitation of bids
- Act as a liaison for engineering related issues between county government and other units and agencies of government at the federal, state, and local level as directed by the County Judge/Executive
- Perform additional duties as required

Minor Essential Duties

- Attend, participate, and facilitate communication on behalf of Hardin County Government at meetings involving engineering matters related to Hardin County Government
- Represent the county at civic activities and community events as directed by the Judge/Executive
- Execute or oversee administrative tasks as assigned by the County Judge/Executive
- Manage special projects involving Hardin County Government as directed by the 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's Office:

- Supervise employees within the Engineering Department including the Engineering Technician, the GIS Coordinator, and the Network Analyst 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 County Engineer performs duties within the Engineering Department under the direct supervision of the Judge/Executive.

Qualifications

Education and/or Experience

- The position of County Engineer requires a bachelor degree in civil engineering from an accredited institution or a combination of responsible professional municipal engineering experience with a bachelor degree in engineering from an accredited institution

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, and legal documents

- 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 perform successfully 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:

- | <u>Regularly</u>
<u>(over 2/3 of regular work day)</u> | <u>Occasionally</u>
<u>(under 1/3 of regular work day)</u> |
|--|---|
| <ul style="list-style-type: none"> • Sit • Talk or hear • Use hands to type, handle paper, etc • Drive a vehicle | <ul style="list-style-type: none"> • 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 low to 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 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: October 27, 2015


Harry L. Berry
Hardin County Judge/Executive