

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2016-164**

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

1. Landfill Operations Coordinator/Director (18-4)
2. Part-Time Buildings and Grounds Supervisor (18-4)
3. Supervisor (Road Dept.) (22-4)
4. Treasurer (22-EOI)
5. Chief Emergency Services Officer (24-EOI)

**ADOPTED**, by the Hardin County Fiscal Court in its regular meeting on 25 October 2016.

  
Harry L. Berry  
Hardin County Judge/Executive

ATTEST:

  
Debbie Donnelly  
Hardin County Clerk

✓



- Ensures proper operation of wastewater. The treatment which complies with the appropriate reporting agency regulations
- Assists in the field operations of the illegal dump program
- Assists in the field operations of the recycling program
- Obtains full understanding of all required locations and treatment processes
- Attends training offered by the regulatory agencies, manufacturer-suppliers or local community college to maintain proficiency
- Plans, schedules and works effectively with subordinate employees
- Maintains effective public relations
- Establishes and maintains an effective working relationship with officials and personnel of the state, county and city governments
- Communicates clearly and concisely orally and in written format
- Maintains an accurate accountability of County property, both real and tangible
- Analyzes and projects yearly expenditures and present them orally and in writing
- Makes suggestions to improve and maintain work conditions and work environment
- Develops personal pride in employees and job performance

### **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:

- Supervises the Maintenance Operator in the Landfill Operations 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 Landfill Operations Coordinator/Director performs duties within the ~~Solid Waste~~ Landfill Operation's Department, under the direct supervision of the Solid Waste Director/Coordinator.

### **Qualifications**

- **Education and/or Experience** Equivalent is required
- Experience in Industrial or Mechanical environment is desired
- Experience in wastewater treatment is preferred

- High School Diploma or

### **Language Skills**

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

- Possesses the ability to respond to sensitive inquiries or complaints from employees, regulatory agencies, business community members or the general public
- Possesses the ability to write reports, business correspondence, policy and procedure manuals
- Possesses the ability to make effective presentations on controversial or complex topics to top management, emergency response personnel and elected officials
- Displays strong oral, written and listening skills

#### ***Mathematical Skills***

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

#### ***Reasoning Ability***

- Possesses the ability to define problems, collect data, establish facts and draw valid conclusions
- Possesses the ability to interpret an extensive variety of complex and technical information and instructions
- Possesses the ability to solve practical problems and deal with several abstract and concrete variables
- Possesses the ability to make decisions in the County's best interests

#### ***Certificates, Licenses, Registrations***

- Must possess a valid WWTP Operator's License Level 1 at the time of employment; or
- Must obtain Level 1 Operator's License within one (1) year of employment
- Must maintain a valid Kentucky Driver's License
- Must possess or obtain a valid Kentucky Landfill Manager certification within one (1) year of employment.

#### ***Other Knowledge and/or Skills***

- Possesses the knowledge of proper maintenance procedures to anticipate and prevent mechanical breakdown of equipment
- Possesses the ability to operate all equipment used in the daily operation of the WWTP and the Methane Gas Collection System
- Possesses the knowledge of all safety requirements involved in equipment operation and the handling of solid waste
- Possesses the ability to train employees on proper safety procedures and ensure that compliance is maintained
- Possesses the knowledge of the safety standards for the waste collection published by the American National Standards

- Possesses the ability to make difficult decisions as necessary
- Possesses the ability to display courtesy and tact in dealing with the public, contractors, elected officials and government employees
- Possesses the ability to retain contents, statutes, ordinances, rules and regulation governing refuse, landfill gasses, and waste water treatment and discharge

### **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)

- Stand or walk
- Talk or hear
- Use hands to type, handle paper, etc
- Lift and/or move up to 50 pounds

#### Occasionally

(under 1/3 of regular work day)

- 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.
- Possesses the ability to work in in-climate weather and working conditions (extreme hot/cold)
- Maintain the physical ability to perform essential job functions

### **Work Environment**

- The work environments 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 low to moderate Some job hazards are: cuts, scrapes, snakes, animals, people who will not move because of high water, unknown chemical and explosives encountered in disasters.

### **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

Date Approved 10/25/14



Harry L. Berry  
Hardin County Judge/Executive

**Hardin County Fiscal Court  
Job Description**

**Part-Time**

**Buildings and Grounds Supervisor**

*October 25, 2016*

**Buildings and Grounds  
Pay Grade 18**

**Job Summary**

The purpose of the position of the Buildings and Grounds Supervisor is to manage the operations of maintenance, janitorial, and construction activities for county government facilities. This includes coordinating the department activities with other agencies, assuming the responsibility for the day-to-day activities of the department, and performing related duties as assigned by the Judge/Executive or his/her designee. This is considered a part-time position.

**Major Essential Duties**

- Coordinates building and infrastructure repairs, replacements, preventive maintenance, and construction with county departments which occupy the affected buildings
- Plans and directs the operations of the department
- Inspects work as to methods employed, quality of work, and progress of work
- Advises the Judge/Executive and Department Heads about building and grounds related issues
- Prepares an annual budget
- Recommends contractors to perform work beyond the scope of departmental employees
- Approves work performed by contractors

**Minor Essential Duties**

- Maintains inventory of supplies and tools to ensure proper operation of the department
- Records and processes employee time sheets on a bi-weekly basis
- Processes and approves invoices received, including proper account numbers, for payment in a timely fashion

**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 Senior Maintenance Technician and Custodian within the Buildings and Grounds 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 Buildings and Grounds Supervisor performs duties within the Buildings and Grounds Department under the direct supervision of the Judge/Executive.

### **Qualifications**

#### ***Education and/or Experience***

- Must be at least 21 years of age and a citizen of Hardin County
- Must be a graduate of an accredited high school or equivalent
- Must possess at least five years experience in supervising maintenance of building and grounds
- Must possess at least five years experience in working with building and grounds contractors, architects, and engineers
- Must possess at least five years experience in developing budgets and controlling budget expenditures

#### ***Language Skills***

- Ability to read, analyze and interpret policies, procedures, and professional publications
- Ability to make presentations on complex topics to employees, business committee members, elected officials or other members of governmental organizations
- Ability to display strong oral, written, and listening skills

#### ***Mathematical Skills***

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers 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 extreme variety of complex, technical and instructional information
- Makes decisions which are in the best interest of the County and impacts the areas over which authority is exerted

#### ***Certificates, Licenses, Registrations***

- Must possess a valid Kentucky Driver's License

- Must possess a Kentucky Electrical Contractors Certification

***Other Knowledge and/or Skills***

- Must possess the ability to negotiate with suppliers and contractors
- Must possess the ability to assess major building and grounds problems and determine methods to correct the problem(s)
- Must display mature judgment, courtesy and tact in dealing with the public, elected officials, and government employees
- Must display an understanding of the occupational hazards and safety precautions involved in completion of building and grounds projects

**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 (over 2/3 of regular work day)</u>	<u>Occasionally (under 1/3 of regular work day)</u>
Stand or walk	Use hands to type, handle papers, tools etc
Talk or hear	Operate a vehicle
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 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 applicable provisions of the Department Rules and Regulations, the Personnel Policies and Procedures Handbook, 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 have personal integrity and remain free of felony convictions

Date Approved: 10/25/16



Harry L. Berry  
Hardin County Judge/Executive

*Exempt*

## **Hardin County Fiscal Court Job Description**

### **Supervisor**

*October 25, 2016*

### **Road**

**Pay Grade 22**

### **Job Summary**

This is a specialized supervisory position that is responsible for the supervision, coordination and maintenance of the county roads. Considerable independence is expected in planning, supervision and coordination of activities of the Road Department.

### **Major Essential Duties**

- Work with County Judge/Executive, Deputy Judge/Executive, County Engineer and County Magistrates to improve and update county maintained roads
- Work with County Judge/Executive and State Highway Department to obtain funds from rural secondary road fund
- Plan and direct operation of the department
- Inspect work as to methods employed, quality of work and work progress
- Review correspondence and reports
- Prepare annual budget

### **Minor Essential Duties**

- Investigate and respond to complaints regarding work needs on county roads
- Investigate personnel issues

### **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

- Supervise road department employees within the road 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 Supervisor performs duties associated with the Road Department under the supervision of the County Judge/Executive

### **Qualifications**

#### ***Educations and/or Experience***

- Graduate of an accredited high school or equivalent
- Background in business management or
- 5 years' experience in administration and construction and road maintenance
- Experience in the use of computers, standard office machines and standard communication devices
- Working knowledge of county government preferred
- Thorough knowledge of various types of equipment
- Thorough knowledge of standard procedures and practices

#### ***Language Skills***

- Ability to read, analyze and interpret policies, procedures, professional publications 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 effective presentations on complex topics to employees, business committee members, elected officials or other members of government organizations
- Ability to display strong oral, written and listening skills

#### ***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 estimate quantities of material, equipment and personnel required for projects

#### ***Reasoning Ability***

- Define problems, collect data and establish facts and draws valid conclusions
- Solve practical problems while dealing with several abstract and concrete variables
- Interpret an extensive variety of complex technical and instructional information
- Make decisions which serve the County's best interest and follow the missions and objections of the department

***Certificates, Licenses, Registrations***

- Possess a valid Kentucky driver's license
- CDL preferred but not required
- Be a Certified Road Supervisor as required by KRS 179.020 or pass the examination for certification within one year of employment

***Other Knowledge and/or Skills***

- General knowledge of the operation, maintenance and adaptabilities of road construction equipment
- Understanding of traffic laws, ordinances and regulations involved in operating equipment
- Understanding of the occupational hazards and proper safety precautions involved in the operation of equipment and working in a heavy construction environment
- Maintain effective working relationships with other employees and other department supervisors

***Physical Demands***

Will possess physical strength and agility sufficient to do some laboring tasks under varying, sometimes severe, weather and work conditions and will be expected to perform duties in locations with high instance of dust, dirt, noise, and emissions from equipment.

The physical demands described represent 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)

Stand or walk  
Talk or hear  
Lift and/or move up to 25 pounds  
Operate a vehicle

Occasionally (under 1/3 regular work day)

Stand or walk  
Reach with hands and arms  
Use hands to type, handle papers, tools, etc

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 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 to high.

***Comments***

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the county's best interest
- Must adhere to 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, ordinances and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 25 years or older
- Must have personal integrity, and remain free of felony convictions
- Must maintain confidentiality when required

Date Approved:

10/25/16



Harry L. Berry  
Hardin County Judge/Executive

## Hardin County Fiscal Court Job Description

### Treasurer

October 25, 2016

Finance Department  
Pay Grade 22

### Job Summary

The purpose of the position of Treasurer is to supervise and manage County financial activities including the preparation of financial statements in accordance with state government requirements of generally accepted accounting principles and to keep records and make reports as prescribed by KRS 68.210, 68.020, 68.300, 68.360 and 66.480. The Treasurer is an officer bonded to receive and disburse county funds and could be liable on his/her bond if he/she does not maintain the correct records and follow the procedures as required by law. This position is a 4-year term appointed by Hardin County Fiscal Court beginning 1 July of the year the new Fiscal Court takes office. The Treasurer will administer the following records as required by the Uniform System of Accounts for Kentucky Counties: Cash Receipts Ledger, Check Distribution Ledger, Appropriation Ledger, General Ledger, Individual account for the Funds and Grants, Investment records. He/She is responsible for depositing all county receipts daily, renewing and securing CD's, Grant investments and securing all money in the checking accounts, countersigning all checks for the county and reconciling all checking accounts on a monthly basis. The Treasurer will make all federal and state tax deposits. He/She works closely with the Judge/Executive to ensure all financial matters of the county are handled in a timely manner. The Treasurer will also perform any other task directed by the Judge/Executive as well as assist other employees with the completion of tasks.

### Major Essential Duties

- Supervise and manage county financial activities including the preparation of financial statements in accordance with State Government requirements and the requirements of generally accepted accounting principles
- Receive and receipt all money due the county from its collecting officers or from any other person whose duty it is to pay money into the county treasury
- Disburse funds in such manner and for such purpose as may be authorized by appropriate authority of the Fiscal Court
- Invest county funds pursuant to KRS 66.480 and as duly authorized by Fiscal Court
- Institute court actions in the name of the county to collect money due from tax collectors or others indebted to the county per KRS 68.020(3).
- Maintain a record of all actions he/she is directed to institute on behalf of the county, showing their condition and the money collected as a result
- Maintain an accurate detailed account of all money received and disbursed for the county
- Keep books of accounts of the financial transactions of the county in the manner required by the uniform system of accounting prescribed by the State Local Finance Officer

- Prepare monthly financial reports for the Fiscal Court and Jailer
- Prepare a quarterly financial statement for the State Local Finance Officer
- Prepare and have published an annual financial statement
- Settle his/her accounts as Treasurer within thirty (30) days after the close of each fiscal year, or when required by the Fiscal Court
- Make a full and complete settlement for the preceding fiscal year with the Fiscal Court or its appointed designee, per KRS

### **Minor Essential Duties**

- Facilitate and coordinate budget preparation and presentation
- Prepare budget amendments and transfers
- Advertise all budget amendments
- Prepare required documents papers for tax rates and taxing districts
- Oversee and prepare all applications for all State and Federal Grants
- Coordinates and handles all documents of grants with outside agencies in which funds must be handled through Hardin County Treasurer's Office (EG. Hardin County Water)
- Oversee and prepare all documents for loans, leases, ADF funds and LGEA funds.
- Provide cross training to the Assistant County Treasurer, Personnel/Payroll Specialist, Accounts Payable Clerk, and Finance Clerk or any other office personnel in the Finance Department
- Attend yearly training through the Kentucky Association of County Treasurers and Finance Officers.
- Attend workshops and classes pertaining to financial accounting and other regulations which govern county policies and procedures.

### **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 Assistant County Treasurer, for his/her functional duties related to the Finance 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
- Supervise the Human Resources Specialist for his/her administrative duties related to the Finance 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 Treasurer performs duties within the Finance Department, under the direct supervision of the Judge/Executive.

## **Qualifications**

### ***Eligibility***

- Must be a citizen of Kentucky
- Must be free of any felony convictions
- Must be at least 25 years old, or have obtained a baccalaureate level degree from a regionally accredited institution of higher education per KRS.68.010 (3)

### ***Education and/or Experience***

- Baccalaureate level degree from a college or university with an emphasis in accounting, finance, or a related field, supplemented with four years of experience in general accounting, to include accounts payable, accounts receivable, payroll, cash management, or other comparable office practices or procedures; or
- Associates' level degree from a college with an emphasis in accounting, finance or a related field supplemented by six years of experience in general accounting to include accounts payable, accounts receivable, payroll, cash management, or other comparable office practices or procedures; or
- Graduate of an accredited high school or equivalent and eight years experience in general accounting, to include accounts payable, accounts receivable, payroll, cash management or other comparable office practices or procedures; and
- Experience supervising employees or managing office operations.

### ***Language Skills***

- Ability to read, analyze, and interpret policies, procedures, professional publications, governmental regulations, financial reports, policy and procedure manuals, 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 effective presentations on complex topics to employees, business committee members, elected officials or other member of government organizations
- Ability to display strong oral, written, and listening skills
- Ability to write speeches, articles and publications when necessary

***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 information
- Makes decisions which serve the best interest of the County and impact the areas over which authority is exerted

***Certificates, Licenses, Registrations***

- After appointment, the County Treasurer shall execute bond with reputable sureties, to be approved by the Fiscal Court.

***Other Knowledge and/or Skills***

- Ability to exercise mature judgment, courtesy and tact in dealing with county employees, the public, elected officials, and government employees on the telephone or in person
- Ability to effectively use computers and standard office machines
- Ability to use the computer for all accounting procedures to include: accounts payable, accounts receivable, and cash management.
- Possess a working knowledge of standard office computer programs for recordkeeping and required correspondence.

***Physical Demands***

The physical demands described represent 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 type, handle paper, etc.

**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 environments described in the preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the 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 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 maintain confidentiality in all aspects of the position
- Must be 21 years or older and comply with KRS. 68.010(3)
- Must have personal integrity and remain free of felony convictions

Approved: October 25, 2016

  
Harry L. Berry  
Hardin County Judge/Executive

## **Hardin County Fiscal Court Job Description**

### **Chief Emergency Services Officer**

*October 25, 2016*

### **Judge/Executive's Office**

**Pay Grade 24**

#### **Job Summary**

The Chief Emergency Services Officer supervises the Emergency Management Director, the EMS Director, and the E-911 Director. The incumbent also performs specialized work in the development, coordination, and supervision of required emergency responses such as: emergency medical services, emergency management, E-911, communications, public information, and training. The Chief Emergency Services Officer will also identify sources for potential grants, coordinate grant activity for the county, and handle public relations and information for Hardin County Government. Other significant responsibilities include coordinating county government's community development issues with local and state agencies and organizations as required.

#### **Major Essential Duties**

- Supervises the Directors of Emergency Management, EMS, and E-911
- Maintains open communications with subordinate leaders, employees, and the County Judge/Executive
- Supervises employee conduct, dress, attitude, and job performance
- Disciplines employees as necessary
- Provides public relations and information for county government
- Coordinates with county, regional, and state entities to help facilitate growth and prosperity
- Identifies state and federal funding sources and assists in preparing grant applications
- Administers grant programs, and works with other staff and departments to perform special projects as needed

#### **Minor Essential Duties**

- Conducts periodic business meetings with emergency planning and response agencies as required
- Prepares grant budgets
- Assists local program development
- Attends meetings as assigned by the Judge/Executive
- Performs other duties as assigned by the Judge/Executive

#### **Relationships**

The Chief Emergency Services Officer performs duties within the Emergency Services departments under the direct supervision of 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:

Supervises the Directors of Emergency Management, EMS, and E-911 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 with five years or more management experience in the field of emergency services; or
- An associate's degree with three or more years of experience in the field of emergency services; or
- A bachelor's degree with one year or more of management experience in the field of emergency services
- Highly organized with excellent time management skills
- Possesses the ability to quickly adapt to new ideas, concepts, and procedures
- Possesses the ability to exercise good judgement and a high level of confidentiality

#### ***Language Skills***

- Possesses the ability to read, analyze and interpret policies, procedures, professional publications, governmental regulations, financial reports, and legal documents
- Possesses the ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, or the general public
- Possesses the ability to write reports, business correspondence, and policy and procedure documents
- Possesses the ability to make effective presentations on controversial or complex topics to top management, emergency response personnel, and elected officials
- Displays strong oral, written, and listening skills
- Possesses the ability to write speeches, articles and publications when necessary

#### ***Mathematical Skills***

- Possesses the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Possesses the ability to compute ratio, percentages, and the ability to draw and interpret graphs
- Possesses the ability to apply concepts of algebra and statistics

***Reasoning Ability***

- Possesses the ability to define problems, collect data, establish facts, and draw valid conclusions
- Possesses the ability to interpret an extensive variety of complex and technical information and instructions
- Possesses the ability to solve practical problems and deal with several abstract and concrete variables
- Possess the ability to make decisions in the county's best interests

***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
- Must obtain and maintain other certifications and credentials as required by the County Judge/Executive

***Other Knowledge and/or Skills***

- Possesses the ability to present a mature and professional appearance, representing county government and the Judge/Executive
- Possesses an understanding of organizations and agencies that interact with county government and the ability to work within this type of environment
- Possesses the ability to comprehend reports, data, and information related to the formation of public policy
- Possesses a general understanding of the structure and operation of local government, specifically county government organizations
- Possesses the ability to work with elected and appoint officials at the local, state, and federal levels
- Possesses the ability to multi-task and work independently with limited daily supervision
- Possesses basic computer skills, proficiency with Windows-based programs and internet applications
- Possesses the ability to establish and cultivate effective working relations on behalf of the county that will reflect favorably upon the organization
- Possesses the ability to work some evenings and to be on call during non-business hours

**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, or feel

**Occasionally (under 1/3 of regular work day)**

- Stand or walk
- Reach with hands and arms
- Lift and carry a minimum of 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 low to moderate with occasional exposure to the elements (heat, cold, rain, snow, and ice)

**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 departments' rules, regulations, protocols, standard operating guidelines, Hardin County's Personnel Policies & Procedures and the Administrative Code, the Kentucky Revised Statutes, Kentucky Administrative Regulations, 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: October 25, 2016

  
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Harry L. Berry  
Hardin County Judge/Executive