

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2016-165**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, to approve changes to the following job description:

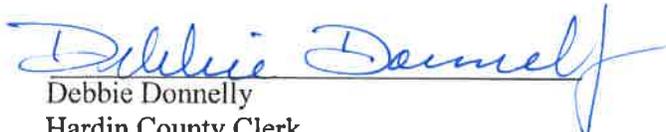
1. Deputy Judge/Executive (26-2)

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

**Hardin County Fiscal Court
Job Description**

Deputy Judge/Executive

October 25, 2016

Judge/Executive's Office

Pay Grade 26

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: _____



Harry L. Berry
Hardin County Judge/Executive