

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2021-136**

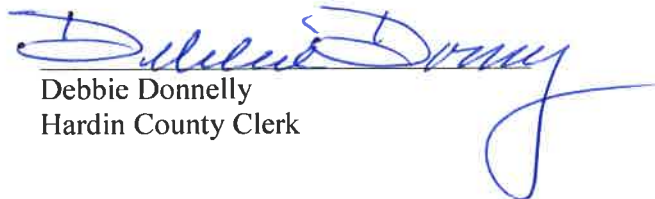
**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resource and Community Support Committee, to approve revisions to the following job descriptions within the Judge/ Executive's Office:

1. Director of Executive Operations
2. Staff Assistant

**APPROVED**, by the Hardin County Fiscal Court in its regular meeting on 27 July 2021.

  
\_\_\_\_\_  
Harry L. Berry  
Hardin County Judge/Executive

ATTEST:

  
\_\_\_\_\_  
Debbie Donnelly  
Hardin County Clerk

# Hardin County Government

## Job Description

*Non-Hazardous*

**Director of Executive Operations**

**Pay Grade 16**

STATUS	
<b>Date:</b> July 27, 2021	<b>Department:</b> Judge/Executive's Office
<b>FLSA Status:</b> Exempt	<b>Reporting Authority:</b> Judge/Executive
<b>Supervisory Responsibility:</b> Staff Assistant	

### **Job Summary**

The purpose of this position is to assist the Judge/Executive in coordinating, communicating, objectives between departments, facilitating, and executing the requirements and responsibilities of Hardin County Government. Coordinates administrative requirements between various divisions of County Government; acts as Office Manager of the Judge/Executive's Office; executes administrative, clerical, and analytical tasks; acts as a liaison between County Government and other units and agencies of government at the federal, state and local level; manages special projects involving Hardin County Government; prepares the Fiscal Court Agenda; prepares the courtroom for Fiscal Court meetings; and assist with public relations for County government. The ideal candidate will have proven experience in a business management role, with a special focus on executive-level advising and interdepartmental collaboration.

### **Major Essential Duties**

- Oversee strategic business initiatives from development through successful execution under the guidance of the Judge/Executive or supervisor leadership and departmental directors
- Review, design, and execute on improvements to organizational structure, find knowledge and skills gaps and help address them
- Improve current processes and coordinate organizational procedures for optimized efficiency and productivity
- Serve as liaison to the Judge/Executive, Deputy Judge/Executive, Departmental Supervisors, Departmental Directors; organize and coordinate executive outreach and external relations efforts, and oversees special projects
- Serve as liaison between Judge/Executive, Deputy Judge/Executive, Departmental Supervisors, Departmental Directors and staff, regarding county government climate, employee well-being, project updates, proposals, and planning

- Oversee daily operations through collaboration with Judge/Executive, Deputy Judge/Executive, Departmental Supervisors, Departmental Directors, performing an array of administrative tasks from managing calendars and schedules – resolving any scheduling issues, generating correspondence, maintaining hard copy and electronic files, planning and coordinating daily/weekly/monthly/annual meetings, and scheduling facilities
- Manage sensitive matters with a high level of confidentiality and discretion especially decisions directly impacting the operations of county government
- Complete Adhoc projects as assigned
- Build and develop relationships with all employees for increased efficiency and effective responsiveness into existing operations, and help to define new operational strategies, working with Judge/Executive and Deputy Judge/Executive, Departmental Supervisors, Departmental Directors on special projects
- Provide and lead support to both internal and external parties with a high level of professionalism and in a manner that reflects positively on county government
- Perform varied clerical, analytical and public contact duties on behalf of the Judge/Executive and Deputy Judge/Executive
- Be responsive to emails/texts/phone calls, with contact outside normal business hours
- Prepare presentations, agendas, reports, special projects and other documents in support of objectives for county government
- Arrange travel and accommodations for the Judge/Executive and Deputy Judge/Executive
- Welcome visitors by greeting them, in person or on the phone; answering or directing inquiries
- Represent county government in a positive light through great follow-through skills and sound judgment
- Conserve the Judge/Executive and Deputy Judge/Executive’s time by reading, researching, collecting and analyzing information as needed, in advance
- Prepare and publish Fiscal Court agendas; ensure necessary documents (ordinances, resolutions, reports, etc.) are prepared for the Judge/Executive, file copy, media copy, clerk copy, and linked to the WordPress agenda
- Prepare the courtroom for Fiscal Court meetings
- Operate the PowerPoint and other electronic presentations at the Fiscal Court meetings
- Index and maintain copies of the minutes from Fiscal Court and committee meetings for easy retrieval
- Direct the IT Department to post Fiscal Court meetings, committee meetings,, E-911 board meetings and court holidays on the County website
- Perform public relations for county government as directed by the Judge/Executive
- Schedule appearances on the “Issues and Insights” program for HCEC-TV
- Prepare proclamations, presentations and awards for the Judge/Executive as detailed in the Policies and Procedures of the Office of the Hardin County Judge/Executive
- Answer, screen and process phone calls, take detailed messages and refer non-routine calls to the appropriate staff and /or department
- Respond to invitations as directed; send birthday, get well and sympathy cards

### **Minor Essential Duties**

- Maintain County Boards and Commission records and inform the Judge/Executive of vacancies
- Schedule and coordinate events
- Facilitate meetings
- Prepare and distribute documents
- Prepare and distribute public correspondence
- Provide support and guidance to employees under supervisory responsibility
- Order and maintain the Judge/Executive's stationary and specialty supplies

### **Qualifications**

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

- A Bachelor's degree from an accredited college or university with two or more years' experience in business administration, office management, public relations or secretarial duties; or
- An Associate's degree from an accredited college and three or more years' experience in business administration, office management, public relations or secretarial duties; or;
- A high school diploma or equivalent with five or more years' experience in business administration, office management, public relations or secretarial duties
- Ability to exercise good judgement and a high level of confidentiality
- Highly organized with excellent communication skills, time management skills, and proven ability to meet deadlines

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

- Ability to respond to inquiries and/or complaints from employees, regulatory agencies and vendors
- Ability to write reports and business correspondence
- Possess strong oral, written and listening communication skills
- Ability to respond to sensitive inquiries

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

- 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***

- Defines problems, collects data, establishes facts, and draws valid conclusions
- Interprets a variety of technical and instructional information
- Makes decisions which serve the County's best interest and follow the missions and objectives of the department

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

- None Required

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

- Ability to operate standard office machines
- Possess knowledge of computer system operations
- Ability to present a mature and professional appearance, representing County government and the Judge/Executive's Office
- An understanding of organizations and agencies that interact with County government and the ability to work within this type of environment
- A general understanding of the structure and operation of local government, specifically county government organizations
- Ability to multi-task and work independently with limited daily supervision.
- Basic computer skills, proficiency with Windows-based programs, Excel, and internet applications
- Ability to establish and cultivate effective working relationships on behalf of the county that will reflect favorably upon the organization
- Ability to exercise mature judgment, courtesy and tact in dealing with the public, elected officials and government employees
- Possess a courteous "customer service" attitude
- Ability to function in a fast-paced environment
- Commitment to excellence - perform duties at the highest level possible on a consistent basis, have the ability to exercise good judgment in a diversity of situations, with strong business sense, decipher priorities and make sound judgment calls when needed, excellent written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities

### **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 file, handle, or feel

**Occasionally (under 1/3)**

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 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 18 years or older
- Must be a citizen of Hardin County
- Must have personal integrity and remain free of felony convictions
- Must maintain confidentiality

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: July 27,2021  
Status Box Change: July 27, 2021

  
Harry L. Berry  
Hardin County Judge/Executive

*Director of Executive Operations*  
July 27, 2021  
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# Hardin County Government

## Job Description

*Non-Hazardous*

**Staff Assistant**

**Pay Grade 7**

STATUS	
<b>Date:</b> July 27, 2021	<b>Department:</b> Judge/ Executive's Office
<b>FLSA Status:</b> Non-Exempt	<b>Reporting Authority:</b> Director of Executive Operations
<b>Supervisory Responsibility:</b> None	

### **Job Summary**

The purpose of this position is to perform various clerical and public contact work within the department. The person holding this position must have a thorough knowledge of all aspects of administration duties, and develop a thorough knowledge of county government operations. The incumbent will perform all administrative tasks directed by the reporting authority.

### **Major Essential Duties**

- Maintain the appearance of the common areas within the office and greet visitors
- Answer department calls, take detailed messages, and assist the public as required.
- Collect daily mail and delivers to the reporting authority to be processed
- Maintain office supplies.
- Organize and maintain department files and all current county contracts
- Provide clerical support for all staff members within the department.
- Assist with special projects and events as needed
- Schedule and maintain daily calendar of meetings and events
- Collects, distributes, and maintains media documents pertaining to County Government

### **Minor Essential Duties**

- Operates standard office machines
- Distributes mail to the appropriate departments, offices, or staff members in the absence of the reporting authority
- Updates employee contact database
- Assist in preparing the Fiscal Court Agenda, processing documents, and updating the County website.
- Assist with preparing the Fiscal Courtroom for Fiscal Court

## **Qualifications**

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

- Graduate of an accredited college or university with an Associate's degree in office technologies, business practices, office administration, etc. with two years' experience in appropriate fields; or,
- Graduate of an accredited high school or equivalent with four years' experience in office administration, business practices; college credits in appropriate fields preferred.
- Must have experience in office procedures and practices or willingness to learn said practices.
- Must possess advanced skills in Microsoft Word, Excel and other computer programs for word processing, spreadsheets and database management.
- Working knowledge of county government operations is preferred.

### ***Language Skills***

- Ability to respond to inquiries and/or complaints from employees, regulatory agencies and vendors.
- Ability to write reports and business correspondence.
- Possess strong oral, written and listening communication skills.
- Ability to respond to sensitive inquiries.
- Ability to speak before department sized groups.

### ***Mathematical Skills***

- Ability to add, subtract, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### ***Reasoning Ability***

- Defines problems, collects data, establishes facts, and draws valid conclusions.
- Interprets a variety of technical and instructional information.
- Makes decisions which serve the County's best interest and follow the missions and objectives of the department.

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

- Must possess and maintain a valid Kentucky Driver's License

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

- Ability to operate standard office machines.
- Exercise mature judgment, courtesy and tact in dealing with county employees on the telephone or in person .



- Display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees.
- Skilled in effective use of computers and standard office machines and records management, and correspondence preparation.
- Possess advanced skills of standard office computer programs for word processing, spread sheets, and database management.
- Ability to function in a fast- pace environment

### **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  
Drive a motor vehicle

#### **Occasionally (under 1/3)**

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 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.

### **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 at least 18 years of age
- Must be a citizen of Hardin County

- Must have personal integrity and remain free of felony convictions
- Must sign a form agreeing to non-disclosure of confidential information

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: July 27, 2021  
Status Box Change:



Harry L. Berry  
Hardin County Judge/Executive