

Additional Requirements

No special license or certification is required

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend pay assignments, to evaluate the performance of employees, to approve leave requests, to participate in meetings in which policy questions are reviewed or discussed, to assist with the development of policy, to recommend policy changes, has access to other employee's personnel files, has unlimited access to financial data used in the payroll and benefits budgeting process, has access to financial data used in monitoring organization revenue/income.

UNUSUAL WORKING CONDITIONS:

This is an unclassified position that serves at the pleasure of the Board of Commissioners. The employee may be expected to work in or around crowds and may have contact with potentially violent or emotionally distraught persons.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date