

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
TUESDAY, AUGUST 25, 2015
9:15 A.M.**

Commissioners Present: Roma Amundson, Chair
Larry Hudkins, Vice Chair
Deb Schorr
Bill Avery
Todd Wiltgen

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Dennis Meyer, Budget and Fiscal Officer
Dan Nolte, County Clerk
Ann Taylor, County Clerk's Office

Advance public notice of the Board of Commissioners Staff Meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska, web site and provided to the media on August 24, 2015.

The Chair noted the location of the Open Meetings Act and opened the meeting at 9:23 a.m.

AGENDA ITEM

1 APPROVAL OF MINUTES OF THE AUGUST 20, 2015 STAFF MEETING

MOTION: Schorr moved and Hudkins seconded approval of the minutes of the August 20, 2015 Staff Meeting. Avery, Schorr, Hudkins, Wiltgen and Amundson voted aye. Motion carried 5-0.

2 ADDITIONS TO THE AGENDA

None were stated.

Avery exited the meeting at 9:24 a.m.

3 DIRECTOR JOB DESCRIPTIONS AND EVALUATIONS - Doug McDaniel, Lincoln-Lancaster County Human Resources Director

Director Job Descriptions

Job descriptions for the following positions were disseminated (Exhibit A): Lancaster County Building Administrator, Lancaster County Budget and Fiscal Officer, Lancaster County Community Corrections Director, Lancaster County Corrections Director, Lancaster County Emergency Management Director, Lancaster County Human Services Administrator, Lancaster County Juvenile Detention Center Director, Lancaster County Mental Health Crisis Center Director, Lancaster County Risk Management Director, Lancaster County Veterans Service Officer, and Lancaster County Weed Control Superintendent.

Avery returned to the meeting at 9:26 a.m.

Doug McDaniel, Lincoln-Lancaster County Human Resources Director, said classification description is the term used in the public sector and said they are very broad in nature. He said each director submitted one and explained that some minor revisions and clarifications are still needed.

The Chair noted no classification descriptions were included for the Chief Administrative Officer and Deputy Chief Administrative Officer positions. McDaniel said only the examples of duties for those positions that the Chair compiled were submitted and said they will have to be put into the new format.

Hudkins said the Lancaster County Building Administrator has always been referred to as the County/City Property Manager. McDaniel said Lancaster County Building Administrator is the official title but said it can be updated to more accurately represent the duties.

The Chair asked McDaniel to provide a final version of the classification descriptions to the Board at a future Staff Meeting.

Director Evaluations

McDaniel suggested the Board may want to consider how it evaluates the performance of directors noting the rating and ranking of employees is "going by the wayside" in many companies. He felt it may be more valuable to have a dialogue with directors on their goals, accomplishments and how those interface with the strategic planning process. McDaniel said he met with county directors last week to discuss how they view the evaluation process. He suggested the Board ask the directors compile a

comprehensive profile of what their position involves. Questions could then be constructed to stimulate the dialogue in the evaluation process.

Schorr noted the Chair had suggested having two commissioners (one experienced and one newly elected) meet with directors to discuss their goals, objectives, and challenges and how the Board might be helping or hindering that effort. Wiltgen felt it would be better to have all five Commissioners participate in each evaluation for consistency. Kerry Eagan, Chief Administrative Officer, said director evaluations could take place at a Staff Meeting, noting the directors would have the option to request their evaluations take place in an executive session.

4 BUDGET UPDATE - Dennis Meyer, Budget and Fiscal Officer

Dennis Meyer, Budget and Fiscal Officer, noted the Board will take action to adopt the County budget later today at the regular County Board of Commissioners meeting. He said the resolution to adopt the budget will include an attachment that shows changes from the proposed budget document. Meyer noted a decision is still needed on the additional \$504,050 in property tax revenue that resulted from property values increasing 0.85% more than projected. **NOTE:** Property values had been projected to increase by 5.75% but increased by 6.60%. He outlined several options for the extra revenue:

- Set the money aside in the General Fund to cover delinquent taxes (would provide flexibility to use the funds later for another purpose)
- Reduce the County's total tax levy of 27.83 cents per \$100 of valuation to 27.6083 cents with the option to increase the Railroad Transportation Safety District's (RTSD's) levy from 1.6 cents to 1.8 cents
- Transfer the money into the County's self-insurance fund to pay for future litigation

Avery asked what the property tax reduction would be on a \$150,000 home if the total tax levy were reduced. Wiltgen estimated it to be \$3.00.

Hudkins said he favors moving it to the self-insurance fund noting the fund balance is at a dangerously low level. Wiltgen felt the Board should reduce the property tax levy and send a message that the budget process worked, recognizing that the Board may have to raise the levy next year. Avery said he believes the Board has not been meeting its obligation to fund the RTSD and said this is an opportunity to make up for some of the lost revenue. Schorr said she also supports reducing the property tax levy, adding she believes the County will be able to meet its funding obligations for the RTSD, including the South Beltway and the North 33rd and Cornhusker Highway and North 35th and Adams Street crossings, through the stair-step funding method the

Mayor has proposed. Amundson expressed concern about low fund balances and said she favors setting the additional revenue aside. Avery said he could go along with that but would want a commitment from the Board to support the proposed RTSD interlocal agreement. Amundson noted there are statutory issues and suggested that issue be put aside until the Board hears from legal counsel. Hudkins said he supports the concept of the interlocal agreement and felt "parking" these funds would give the Board a better chance of fulfilling the agreement. Wiltgen said he has serious concerns about several aspects of the proposed interlocal agreement but said he is committed to the concept of getting funding of the RTSD back to where it was. Avery said he is not satisfied the Board is committed to restoring the RTSD's funding.

In response to a question from Hudkins, Meyer said the Board could give the \$504,050 directly to the RTSD without changing the RTSD's levy.

Hudkins said he is also concerned about the cost to repair storm damage to County roads and bridges and the lengthy process to obtain reimbursement from the Federal Emergency Management Agency (FEMA). Avery asked whether the additional revenue could be made available for that purpose. Meyer said it could.

MOTION: Hudkins moved and Amundson seconded to proceed with Option No. 3 and transfer the additional revenue into the County's self-insurance fund to pay for future litigation.

Schorr didn't feel the Board should take action on use of the additional revenue prior to holding the public hearing on the budget.

The maker of the motion and the seconder withdrew their motion.

Schorr noted the Board is also scheduled to take action at the regular County Board of Commissioners Meeting on a resolution in the matter of exceeding the budgeted restricted funds limit for the 2014-15 fiscal year by an additional one percent and said it was pointed out at the Lincoln Independent Business Association (LIBA) Monthly Meeting she attended that the City of Lincoln does not follow that procedure. Meyer said he would recommend the City Council do so if he worked for the City.

In response to a request from Wiltgen, Meyer said he will bring information about the increase to the lid amount to the regular County Board of Commissioners Meeting.

5 ACTION ITEMS

- A. Revised Budget Summary, Nebraska Crime Commission Grant No. 15-CB-506
- B. Revised Budget Summary, Nebraska Crime Commission Grant No. 15-EB-602

MOTION: Schorr moved and Hudkins seconded to authorize the Chair to sign the revised budget summaries. Hudkins, Schorr, Wiltgen, Avery and Amundson voted aye. Motion carried 5-0.

- C. Certification of Local Government Approval of Emergency Shelter Activities for Friendship Home's Grant Application

MOTION: Wiltgen moved and Schorr seconded to authorize the Chair to sign the document. Schorr, Wiltgen, Avery, Hudkins and Amundson voted aye. Motion carried 5-0.

6 ADMINISTRATIVE OFFICER REPORT

- A. County Board Office Phone Procedures

Amundson said there have been several instances where she has phoned the County Board Office and no one has answered the phone. **NOTE:** The County Board Office and Budget and Fiscal Office share the same telephone number (402) 441-7447. She said she has also received complaints from citizens who have experienced the same problem when they have phoned the office. Amundson said this has been an on-going problem since 2013 and stressed the need for a solution.

Minette Genuchi, Administrative Assistant to the County Board, appeared and explained she transfers the phone line to the County Clerk's Office whenever she is away from the office for an extended period. The County Clerk's Office can forward calls to Commissioners or provide their out-of-the office phone numbers. She said callers have the option to leave a message on voice mail if she is away from her desk for a short period and she returns those calls upon her return.

Wiltgen noted all three members of the County Board's administrative staff attend the County Board Staff Meetings so there is no one in the office during that time to answer the phone. Hudkins questioned whether all three need to be present at the Staff Meetings. Genuchi said an outgoing message is left on the phone line indicating that staff are in a meeting and will return messages upon their return.

Avery noted the joint County Board/City Council receptionist position was eliminated due to budget constraints. Hudkins suggested the Board approach the City Council to see if they would be willing to help fund that position again.

Amundson said Information Services (IS) has indicated they could set up a system that would roll an unanswered phone call to Gwen Thorpe, Deputy Chief Administrative Officer, after a certain number of rings. If Thorpe is unavailable to take the call, it would roll to Eagan. Thorpe said rolling calls forward won't solve the problem. She said she is frequently out of the office at meetings or on conference calls and is not available to answer phone calls. Eagan added that serving as a receptionist is not the nature of his position. Thorpe said a phone tree, an automated telephone information system that speaks to the caller with a combination of fixed-voice menus, might be another solution.

The Chair directed the administrative staff to find a solution to the problem.

B. Date for Tri-County Retreat (November 2 or November 16, 2015)

There was consensus to indicate a preference to hold the Tri-County Retreat on November 16, 2015.

C. County Board Evaluation of Joint City-County Directors

Item was not covered during the meeting.

D. Appointment to Keno Prevention Fund Review Committee

Board members were asked to submit nominations.

7 PENDING

There were no pending items.

8 DISCUSSION OF BOARD MEMBER MEETINGS

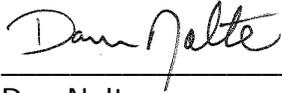
There were no meeting reports.

9 EMERGENCY ITEMS AND OTHER BUSINESS

There were no emergency items or other business.

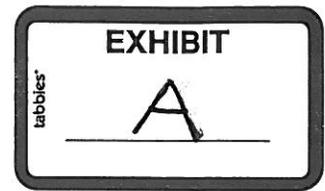
10 ADJOURNMENT

MOTION: Wiltgen moved and Schorr seconded to adjourn the meeting at 10:32 a.m. Wiltgen, Avery, Hudkins, Schorr and Amundson voted aye. Motion carried 5-0.



Dan Nolte
Lancaster County Clerk





7241

LANCASTER COUNTY
BUILDING ADMINISTRATOR

NATURE OF WORK

This is responsible administrative and technical work managing supervising the operations of the Lincoln Lancaster County Public Building Commission County Building and Grounds Department in the management, maintenance, rental and preservation of City County owned property assigned to the Public Building Commission. Primary responsibilities including planning, directing, and coordinating all activities of the Public Building Commission. The position is responsible for the management and operation of all Public Building Commission Buildings as well as some identified City and County properties. In addition the position is also responsible to the County Board regarding properties being managed under County Property Management. This is an unclassified position.

Work involves responsibility for managing and maintaining assigned property, negotiating lease agreements, establishing rental rates, and preparing fair and accurate real estate appraisals, separately owned by the County or City. Work includes overall responsibility for maintaining all Buildings under the Public Building Commission's control the City County Building and other buildings including supervising all phases of building construction, repair, maintenance and cleaning activities. An employee in this class will work with designated architectural and engineering firms in developing specifications for renovation and construction of assigned properties. Work also involves receiving and accounting for rental receipts; analyzing assigned property as to its surplus nature; purchasing products and services necessary for maintaining and repairing assigned property; supervising the payment and disbursement of funds; and preparing the departmental budget and monitoring budgetary expenditures. Work is performed under the general policy direction of the Public Building Commission with the incumbent being held accountable for the duties and responsible for the results achieved.

EXAMPLES OF WORK PERFORMED

Supervise all phases of building maintenance, repair and cleaning activities of assigned buildings and real estate, including reviewing and negotiating maintenance contracts, approving the payment of bills incurred, establishing specific guidelines for the maintenance staff, developing a preventative maintenance program, analyzing requests for renovation and supervising bid letting and subsequent construction.

Manage and maintain assigned properties in a safe, sanitary and habitable condition including supervising maintenance and repair activities; work with designated architectural and engineering firms in developing specifications for renovation and construction of assigned properties.

Establish rental rates; receive and account for rental receipts, payments and disbursements; prepare the departmental budget and monitor budgetary expenditures.

Prepare fair and accurate real estate appraisals; negotiate lease agreements for assigned property.

Purchase products and services necessary for maintaining assigned property.

Prepare reports for public improvement projects, including alternatives relating to cost and effects; collect, correlate and submit data for environmental impact studies and public hearings.

Manage an environmental division which provides the Public Building commission as well as other County and City departments environmental services, testing and consulting.

Manage the parking garage(s) and lots, building services and custodial activities for all occupied facilities.

Prepare Public Building Commission Budget for adoption by the Public Building Commission at a public hearing and submit to the State Auditor's Office. Recommend the Tax levy for the intent of servicing the required bond payments.

Prepare a budget for all County owned and operated buildings to be approved by the Lancaster County Board of Commissioners. Administer the budget for all facilities, compile reports on finances, bond and tax collections. Evaluate reports on space utilization, energy usage and cost of proposed services and programs.

Prepare request for, or initiate improvements, additions or changes to Building Commission's property, make recommendation to the Commission and oversee their implementation.

Negotiate, administer and oversee contracts and service agreements for building operations and construction activities. Evaluate and maintain Building Commission compliance with local, state and federal rules, regulations and laws.

Serve on committees or task forces at the direction of the Building Commission.

Works with Building Commission members and City and County administrative personnel to improve cooperation and develop policies and objectives.

Directs the implementation and coordination of security systems and controls.

Perform special assignments or duties as assigned by the Public Building Commission.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

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Thorough knowledge of local real estate practices and laws, property management functions, and property identification and location systems.

Thorough knowledge of real estate property management functions including renting, maintaining, insuring and selecting tenants.

Knowledge of accounting procedures, budget preparations and modern management record keeping techniques, including use of the computer.

Knowledge of the principles of supervision, organization and administration.

Some knowledge of mechanical and structural engineering principles in understanding plans and specifications.

Some knowledge of governmental practices relating to public improvements.

Ability to perform technical research, provide independent analysis, and to interpret guidelines and regulations.

Ability to prepare or supervise the compilation of reports covering real estate holdings by type, value, rental income and location.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with City and County Division employees, realtors, tenants and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in business administration, public administration or related field, including specialized coursework in real estate appraising or management and thorough experience in real estate, property management and maintenance.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business administration, public administration or related field, plus considerable experience in property management and maintenance; or any equivalent combination of training and experience that would provide the desirable knowledge, abilities and skills.

DESIRABLE SPECIAL REQUIREMENT

| Certified Property Manager designation from the Institute of Real Estate Management or
| comparable designation from Building Owners and Managers Association is desirable at time of
| appointment.

| ~~NECESSARY SPECIAL REQUIREMENT~~

Possession of a valid Nebraska Real Estate Broker's License is required at time of appointment.

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LANCASTER COUNTY
BUDGET AND FISCAL OFFICER

NATURE OF WORK

This is highly responsible administrative and professional work directing and coordinating the budget and fiscal activities of the County and the Correctional Facility Joint Public Agency.

Work involves coordinating the preparation and administration of the County and Correctional Facility Joint Public Agency budgets; coordinating financial system data processing requirements; analyzing and interpreting the County's financial situation to ensure the most economical and efficient use of all resources available; and recommending policies to carry out desired results. Considerable independent judgment and personal initiative in performing assigned duties is required. General supervision is received from the County Board of Commissioners with work being reviewed in the form of reports, ~~conferences~~ and effectiveness of results obtained. This is an unclassified position.

EXAMPLES OF WORK PERFORMED

Prepare budget instructions and procedures utilized by County departments; prepare and assemble documentation used by the County Board in reviewing departmental budget requests; prepare the County Board's proposed and adopted budget.

Prepare the Correctional Facility Joint Public Agency proposed and adopted budget; coordinate and prepare information for the JPA Board meetings.

Assist departments requesting budgetary or fiscal services; review financial and accounting procedures, making recommendations for changes as necessary.

Reconcile fund balances utilized in determining amount of taxes required to fund County operations.

Assist with preparation of legislative fiscal notes.

Complete analysis of County's financial status, including revenue and expenditures; forecast County's financial positions; make recommendations concerning the level of allowable expenditures during forecast period.

Act as liaison between County Board and information systems personnel concerning the County's financial system; recommend changes relating to operational functions of the system.

Prepare and review the financial statements for Lancaster County, the Correctional Facility Joint Public Agency, and the Public Building Commission.

File all required documents, including audits, budgets, and interlocal agreements report, with the Auditor of Public Accounts.

Monitor countywide grant activities to ensure programs are aligned with the Board's goals and objectives. Review and analyze fiscal operations and account balances relating to grant programs.

Supervise the work of assigned staff and conduct performance evaluations.

Prepare and file all required continuing disclosure reports for bond issues for the County, Correctional Facility Joint Public Agency, and the Fairgrounds Joint Public Agency.

Prepare financial statement of the Abbott Motocross to present to the County Board, Lower Platte South Natural Resources District, and Game and Parks Commission.

Coordinate the preparation of the County's indirect cost plan on an annual basis.

Serve on various committees as assigned by the County Board.

Prepare a variety of financial reports as directed.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the methods and procedures of the public budgeting process and the principles of management and organization as they pertain to the budgeting process.

Extensive knowledge of modern research systems, organization, management and administrative analysis techniques.

Extensive knowledge of the principles, practices and methods of public finance.

Thorough knowledge of modern theory, principles, methods, and practices of accounting and auditing.

Knowledge of programs, organizations and services related to County operations.

Knowledge of computerized financial information systems.

Ability to exercise objective judgment in the analysis, interpretation and effective reporting of research findings.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with government officials, County Department Heads, co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in business or public administration, public finance, accounting, economics or related field plus experience in public budgeting, administrative program analysis or finance accounting and fiscal operations.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business or public administration, public finance, accounting, economics or related field plus some experience in a public accounting or finance setting or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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EXAMPLES OF WORK PERFORMED (CAO)

Plan and implement specific projects as assigned by the County Board; research and make recommendations on assigned special projects.

Work as key contact between County Legislative Consultant, County Board, Elected Officials, and Department Directors. Prepare annual legislative objectives report; review and draft legislative bills as needed; prepare written or oral testimony.

Serve as County Board's representative for administration of the Lancaster County Employees Retirement Plan; facilitate and coordinate the Lancaster County Pension Review Committee.

Interpret and communicate County Board policy to County department heads/elected officials, other governmental agencies and the general public; act as liaison between said entities.

Investigate and recommend new policies and changes in existing policies to the County Board; implement policies at the direction of the County Board.

Provide management and leadership direction to the county by evaluating current operations and developing new plans and programs for the efficient operation of county government

Facilitate and coordinate the County Management team; develop and coordinate County Board weekly staff meetings; attend County Board meetings.

Assist County Board members in evaluating department directors; schedule such evaluation meetings annually; document said meetings retaining appropriate information.

Serve as principal liaison to County offices and departments; analyze and provide recommendations regarding existing county programs as directed.

Serve as the department head for the County Department of Administrative Services; act as County Board office manager; prepare Administrative Services annual budget.

Personnel responsibilities include the selection, training, compensation, performance appraisal, and disciplinary action of administrative and clerical staff.

Serve as Hearing Officer for general assistance appeals.

Act as County Board liaison to the Emergency Operation Center during emergency activations.

Review County vendor claims to determine compliance with County purchasing policies and statutes; report noncompliant purchases to County Board.

Represent the County Board on a variety of committees as assigned.

EXAMPLES OF WORK PERFORMED (DEP CAO)

Research and make recommendations on special projects including department organizational structures, legislative bills, grants and current county issues

Coordinate media relations and activities including writing newsletter and newspaper articles and news releases; update and inform media representatives on relevant County issues; promote and represent Lancaster County in community activities.

Responsible for Lancaster County home website updates, revisions, and improvements.

Monitor County strategic plan and recommend annual additions and revisions.

Identify problems and needs of the county; suggesting reassignment of resources and modification of priorities to enhance operational effectiveness.

Serve as primary point for all constituent contacts; coordinating with elected officials/department directors as needed; maintain constituent contact report.

Develop orientation program for new department directors and elected officials. Coordinate such training with other county/city departments as needed.

Assist with the facilitation and coordination of County Management team meetings and activities; assist with the coordination of weekly County Board staff meetings; attend Board and staff meetings as directed.

Plan and implement specific projects as assigned by the Chief Administrative Officer; act as liaison between County Board, city, county, state, and federal agencies and the general public as directed.

Research grant opportunities, coordinate grant activities, and oversee grant contracts with the assistance of the Budget & Fiscal office and County Attorney.

Schedule County Board tours on a regular basis to county facilities

Facilitate County Board outreach into the community, not limited to volunteer opportunities, tours, and special events.

Serve as Privacy and Security Officer for Health Insurance Portability & Accountability Act (HIPPA) to ensure ongoing compliance.

Act as Compliance Officer and Coordinator for federal, state, and local rules and regulations as required.

Represent the County Board on a variety of committees as assigned.

LANCASTER COUNTY
COMMUNITY CORRECTIONS DIRECTOR

NATURE OF WORK

This is highly responsible professional and administrative work planning, coordinating, supervising and evaluating the activities of the Lancaster County Alternatives to Incarceration Department.

Work involves responsibility for supervising subordinate program staff engaged in various program activities; reviewing, evaluating and developing short and long range alternative client programs; preparing and administering the departmental budget and monitoring budgetary expenditures; supervising and analyzing the collection, tabulation and analysis of related statistics to aid in the solution of local needs surrounding alternatives to incarceration; and acting as the ~~primary Department~~ liaison for Lancaster County ~~Client Resource Center~~ Community Corrections for the purpose of providing information about the ~~Center~~ Department's operation, services, and financial operations. Supervision is exercised over subordinate departmental staff. Supervision is received from the County Board of Commissioners with work reviewed in the form of reports, conferences and demonstrated effectiveness of client success within the community.

EXAMPLES OF WORK PERFORMED

~~Supervise~~ Provide supervision and guidance to subordinate staff engaged in various program activities in support of the mission of the alternatives program; coordinate associated client programs held both at the Client Resource Center and other program sites. agency administration and coordination.

Provide supervision and guidance to subordinate staff engaged in agency account duties which include collections, depositis, month end distributions, issuance of payment vouchers and payroll.

Review, evaluate and develop goals, policies and procedures for alternative client Community Corrections programs and collaborative community projects involving community agencies and City/County departments; ensure work and treatment environments are safe and supportive; assist in reviewing, evaluating.

Oversee the collection, tabulation and analysis of alternative program statistics and related data utilized in evaluating alternative program issues and concerns.

Oversee the ~~development of~~ access to community mental health programs to promote the treatment of correctional related needs within the community; develop strategies to reduce recidivism and relapse for program clients.

Oversee the preparation of the ~~Alternative to Incarceration administrative~~ Community Corrections budget and monitor each program budgets; approve and monitor all budgetary expenditures.

~~Develop and coordinate program activities with the Alternatives to Incarceration Advisory~~ Committee; evaluate programs and activities to ensure continued progress and goal attainment.

Act as ~~program~~ Department liaison to the courts, Justice Council, Justice Behavioral Health Committee, corrections community, ~~program advisory committee~~, County Board of Commissioners, community organizations and the general public; ~~maintain close coordination with the State Probation~~ Office.

Provide information about the Lancaster County Alternatives to Incarceration Client Resource center, programs, services and budgetary operations, upon request.

Oversee and monitor all contractual and interlocal agreements to ensure they are fully executed and compliance is maintained.

Oversee and Monitor all grant applications and grant funding awarded to the County of Lancaster Department of Community Corrections.

Perform literature reviews to ensure knowledge of most recent research in the area of alternatives to incarceration.

Attend evidence based conferences and workshops sponsored by national or international organizations to ensure informed decisions about programmatic changes, enhancements and additions.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the sociological, behavioral, and cultural factors influencing the behavior and attitudes of correctional clients.

Extensive knowledge of the functions and services of community organizations and related human services.

Thorough knowledge of correctional program accreditation associated professional standards and administration techniques necessary to maintain appropriate operations.

Considerable knowledge of the principles and practices of correctional client alternatives planning, organization and administration as they apply to the operation of a county-wide Alternatives to Incarceration Program.

Ability to plan, assign and evaluate the work of subordinate professional staff, support staff engaged in various client programs.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with governmental officials, community agency representatives, co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in business or public administration, psychology, sociology, criminal justice or related field supplemented by a masters degree in business administration, social work, treatment professions or a related field and considerable experience in the administration and supervision of a community or public oriented program.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business or public administration, psychology, sociology, criminal justice or related field and experience in supervision and administration of a treatment program or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

LANCASTER COUNTY CORRECTIONS
ADMINISTRATOR-DIRECTOR

7285

NATURE OF WORK

This is complex work with responsibility for the overall administrative and managerial direction of the Department of Correctional Services for Lancaster County. This is an unclassified position.

Work involves responsibility for development and implementation of modern and innovative programs for the delivery of correctional services to meet the needs of Lancaster County and the City of Lincoln. Work involves responsibility for directing the construction, maintenance and repair of minimum and maximum security Adult Detention Facility with ~~County-City jail facilities and recommending~~ recommendation for growth and improvements, as necessary. Work also involves the coordination of Lancaster County correctional activities with all elements of the criminal justice system and the general public. This position is expected to exercise critical independent judgment and initiative in directing development, implementation and regulatory accountability for the department. An employee in this class is expected to exercise considerable independent judgment within the framework of established policies and guidelines. Work is performed under the general supervision of the County Board of Commissioners with work being reviewed in the form of conferences, reports submitted, results achieved as well as the effectiveness and feasibility of program recommendations. Supervision is exercised over subordinate staff members.

EXAMPLES OF WORK PERFORMED

Plan, direct, study and research various correctional and rehabilitation programs; analyze data obtained and recommend correctional programs to meet the needs of Lancaster County and the City of Lincoln.

Establish department procedures and approve procedures for an Adult Detention ~~jail~~ operations; insure department policies and procedures comply with federal, state, and state professional standards.

~~Oversee all facets of the local~~ Review and monitor procedures for an Adult Detention ~~jail~~ system to which include intake, book-in and release, inmate classification, inmate programs and services, release functions, for a system with all levels of inmate custody levels.

Determine the appropriate action to be taken in the event of emergencies including, but not limited to, riots, suicides, disasters, and assaults. Review results and reports in order to evaluate the effectiveness of actions.

Review reports concerning incidents at the Department of Corrections. Notify superiors of incidents and respond appropriately to inquiries from the public, media, and families.

Prepare recommendations pertaining to the continuing development, organization, and structure of the Department of Correctional Services.

Coordinate development of and oversee a comprehensive program of community based services directed to the deterrence of criminal conduct and recidivism, including but not limited to pre-trial services, community-based offender rehabilitation programs, and Adult Detention ~~jail~~-based rehabilitation programs.

Direct the creation and submission of the departmental budget; monitors expenditures with respect to budgetary accountability.

Plan and schedule work of subordinate personnel assigned to program; prepare annual budget; formulate policies and procedures pertaining to the Department of Correctionals Services.

Participate in policy development for the departmental administrative operations; insure interdivisional operations are consistent with corrections operations.

Perform short and long range planning with respect to department's fiscal, physical, staffing, and development needs.

Represent the Department of Corrections by contacts, presentations, and participation on committees with civic and community groups, professional organizations, other correctional jurisdictions, law enforcement agencies, and interested groups.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of correctional institution management practices including the care, custody and welfare of offenders.

Thorough knowledge of the principles and practices pertaining to administration and execution of the legal process relevant to correctional facilities and programs.

Thorough knowledge of state jail standards, regulations and federal law relating to jail facilities

Ability to work with state and local laws and regulations pertaining to the operation of correctional and rehabilitation facilities.

Ability to plan, organize and supervise the work of subordinate staff members. Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with governmental officials, law enforcement officials, co-workers, and the general public.

Ability to handle and maintain confidential information and material.

Ability to establish, maintain, and promote effective working relationships with employees, elected/appointed officials, representatives of governmental units, volunteer/service agencies, media, and the general public.

Knowledge of budgetary principles and methods.

Knowledge of crisis intervention techniques.

Cooperate with the County Attorneys' Office in litigation matters and provide necessary information.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in a relevant social and behavioral science, public administration or related field supplement by a Masters degree in the appropriate field; ~~plus considerable experience in correctional work including responsible experience in administering programs of minimum and maximum security facilities.~~ Ten years of related work experience, of which at least five years must have been in an administrative or senior management capacity in a corrections setting.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in a relevant social or behavioral science, public administration or related field plus related correctional work including responsible experience in administering programs of minimum and maximum security facilities; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Employees in this class must meet such physical, age and health requirements necessary for employment in a correctional facility as required by the State of Nebraska.

Approved by: _____
County Board Chair

Personnel Director

LANCASTER COUNTY
EMERGENCY MANAGEMENT DIRECTOR

NATURE OF WORK

This position is responsible for administrative, technical and complex public contact work planning, implementing and coordinating all various phases of disaster preparedness, homeland security and emergency management as may be needed by the City and Lancaster County and the City of Lincoln.

Work involves responsibility for planning, implementing and coordinating a comprehensive program which includes all phases of disaster preparedness as outlined in federal and state legislation and regulations. Work also includes establishing and coordinating procedures with other governmental agencies, private sector business firms and volunteer workers plus organizing citizen groups and technical advisory committees for assistance in disaster preparedness and emergency management planning and operations. Work is performed under the general supervision of the County Board of Commissioners with work reviewed in the form of conferences, reports and adherence to federal and state guidelines. Supervision is exercised over subordinate and volunteer staff. This is an unclassified position.

EXAMPLES OF WORK PERFORMED

Supervise the ~~research, analysis and~~ planning, response, recovery and mitigation phases of a disaster preparedness and emergency management program; review operating procedures and coordinate these procedures with other governmental agencies, private sector business firms and volunteer groups; plan and direct disaster preparedness drills and exercises; organize citizen groups and technical advisory committees for assistance in disaster preparedness and emergency management planning and operations.

Coordinate emergency plans, programs and operations of federal, state, County and City agencies, and other public or private emergency management services agencies.

Supervise the planning, installation, testing, operation and maintenance phases of integrated, county-wide warning systems; develop standard operating procedures for county warning systems; supervise a continuing public education program related to the use of county warning systems.

Develop, revise and maintain a comprehensive County Emergency Management program which includes prevention, protection, mitigation, preparedness, response and recovery functions.

Under emergency conditions, coordinate and facilitate the use of City, County, State, Federal and private resources as may be available and needed to manage the situation.

Prepare presentations speeches, newspaper, television and radio releases; address civic, business and other interested organizations on matters relating to disaster preparedness and emergency management; prepare and disseminate booklets, bulletins and lesson plans involving prevention, protection, mitigation preparedness, response and recovery from any and all natural and manmade disasters.

_____ Represent Lancaster County at at the regional emergency management board of governance.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the principles and procedures of disaster preparedness planning response, recovery and operations according to federal and state regulations.

Considerable knowledge of electronic communications systems, community health and safety services and related emergency service resources.

Considerable knowledge of disaster preparedness legislation and regulations related to emergency management.

Knowledge of the techniques of mass communication and social media.

Knowledge of National Incident Management System (NIMS) and Incident Command System (ICS).

~~Ability to plan, organize, implement and supervise complex research projects and operational policies.~~

Ability to plan, assign and supervise the work of subordinate and volunteer personnel.

Ability to simultaneously manage multiple grants and funds.

Ability to communicate effectively both orally and in writing.

Ability to coordinate multiple services and functions during high stress situations.

Ability to establish and maintain effective working relationships with the general public, other governmental agencies, private sector partners and co-workers.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in emergency management, business administration, public administration, communications, education or related field plus progressively responsible experience in the area of planning, implementing and coordinating activities in an administrative capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in emergency management, business administration, public administration, communications, education or related field plus some experience in the area of planning, implementing and coordinating activities in an administrative capacity or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

| Meets current National Incident Management System requirements for grant funding.

Possession of a National Incident Management System certification or ability to obtain such within the first six (6) months of appointment.

| 3/14

| 6/15

PS7290

LANCASTER COUNTY
HUMAN SERVICES ADMINISTRATOR

NATURE OF WORK

This is a highly responsible administrative position involved in the planning, coordination and supervision of the county's human services delivery system. This is an unclassified position.

The Human Services department strives to provide citizens the opportunity to achieve the highest level of self-sufficiency, safety, and quality of life possible through an array of coordinated services. The Administrator advises elected officials, non-profit and private service providers, local funding organizations, and the community at large in the delivery of human services. Its purpose shall be to guide Lancaster County to respond to human needs in a collaborative, cost effective, and expedient manner with available resources and to assist in the development of new funding streams.

EXAMPLES OF WORK PERFORMED

Participate in joint community strategic planning activities with the United Way, Joint Budget Committee, Human Services Federation, and other local/regional entities.

Provide staff support to the City/County Joint Budget Committee and the Keno Prevention Committee during the application process from human service agencies for funding from governmental sources.

Work with United Way staff to develop and implement the joint application process for JBC/United Way grant funding cycle.

Oversee the efforts to provide a variety of services to youth at-risk of becoming or currently involved in the juvenile justice system, maintaining strong relationships with the County Attorney and local service providers, and researching new funding sources.

Oversee requests for general assistance benefits and support services for the general public, determine eligibility and coordinate multiple services and benefits available under Federal, State and County levels.

Provide support to the County Veteran's Service Officer and Veterans Services Committee with their responsibility to oversee veterans' requests for financial benefits and support services, coordinate multiple services and benefits available under Federal, State, and County levels; oversee the non-service/operational portion of VA budget.

Prepare and develop the annual departmental budget.

Direct the activities of professional, administrative, and clerical staff, consultants, sub-contractors, and temporary employees.

Participate as assigned on City, County, or community advisory committees, task forces and working groups involved in human service, juvenile justice, general assistance, or veterans issues.

Maintain liaison relationship with regional and state human service officials, participate in policy discussions and in the review of legislative proposals to strengthen the local human services system.

Provide technical assistance to local agencies seeking governmental funds as well as writing grants when appropriate for related government activities coordinating with the County Budget & Fiscal office.

Develop concepts involving new programs, management techniques, or system reorganization.

Perform related work and duties as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of community human service agencies.

Considerable knowledge in grant writing and alternate revenue sources.

Considerable knowledge of laws and regulations applicable to veterans' services and benefits.

Knowledge of support services in the community and services provided by such agencies.

Knowledge of the principals, practices and methods used in providing juvenile detention and release services.

Ability to establish and maintain effective working relationships with local agencies, community leaders, elected officials, and the general public.

Ability to supervise professional and clerical staff.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university supplemented by a Master's Degree in social science, business or public administration or related field plus experience in area of human services.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in social sciences and business, public administration or any equivalent combination of training and experience that provides the desirable knowledge, skills, and abilities.

LANCASTER COUNTY
JUVENILE DETENTION CENTER DIRECTOR

NATURE OF WORK

This is highly responsible professional and administrative work planning, coordinating, supervising and evaluating the overall operation of the Lancaster County community-based coed correctional youth services for Lancaster County. This includes a twenty bed Staff Secure facility, an eighty bed secure Juvenile Detention facility and an Assessment Center for juveniles at risk or in the juvenile justice system ~~a secure, community-based coed correctional facility for juveniles in Lancaster County~~. This is an unclassified position.

Work involves responsibility for supervising subordinate supervisory and program staff engaged in support, training and client service activities; planning, evaluating and implementing short and long range correctional services for juveniles; preparing and administering the departmental budget and monitoring budgetary expenditures and revenue; and coordinating correctional services for juveniles incorporating elements of the juvenile and adult justice system, human service agencies, and federal, state and local mandates and standards. Supervision is received from the County Board of Commissioners with work being reviewed in the form of reports, conferences and the overall effectiveness of services provided.

EXAMPLES OF WORK PERFORMED

Plan, coordinate, supervise and evaluate the services of a juvenile correctional facility; ensure compliance with established federal, state, and local regulations/standards as applicable to juvenile care facility operations; establish and review policies/programs and make recommendations to the Agency Advisory Committee and County Board of Commissioners as appropriate.

Prepare and present departmental budget to the County Board of Commissioners; approve major purchases and determine per diem charges.

Plan, develop, coordinate and implement juvenile programs emphasizing a progressive approach to the care of youth in a correctional facility.

Oversee building construction, repair and maintenance activities with contracted and internal maintenance personnel; review and approve facility repair and renovation requests; authorize and supervise major equipment purchases and/or replacement.

Participate on governmental or community committees, task forces and groups involved in corrections/human service issues.

Maintain liaison with federal, state and local agencies and other county departments regarding juvenile corrections programs and operations.

Communicate and provide information concerning the facility's operations and services through correspondence, public appearances and media contacts.

Direct and supervise professional, administrative and clerical staff, student interns and volunteers; design organizational structures and processes in order to achieve facility goals and budgetary objectives.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of juvenile correctional/detention management practices including legal rights, care, custody, health, security, welfare and program services for youth.

Thorough knowledge of adult and juvenile justice systems including federal, state and local statutes and standards relating to juvenile correctional/detention facilities.

Considerable knowledge of human service agencies/programs and correctional or detention agencies/programs related to adolescents and their families.

Considerable knowledge of the sociological, behavioral and cultural factors influencing the behavior and attitudes of adolescents.

Knowledge of personnel administration.

Ability to work with state and local law enforcement officials and human service agencies as they relate to the operation of a correctional facility for juveniles.

Ability to plan, organize and supervise the work of subordinate staff, student interns and volunteers.

Ability to establish and maintain effective working relationships with governmental officials, law enforcement officials, subordinate staff, juveniles and their families, and the general public.

Ability to interpret federal, state and local laws and standards pertaining to juvenile correctional/detention facilities.

Ability to make professional and administrative decisions within the framework of county rules and policies.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in a social or behavioral science, public administration, criminal justice or related field supplemented by a Master's Degree in business or public administration or related field and progressively responsible experience administering a community based minimum and maximum security correctional facility for juveniles.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in a social or behavioral science, public administration, criminal justice or related field plus experience administering programs within a minimum or maximum security correctional facility; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

Revised 8/00

PS7183

LANCASTER COUNTY MENTAL HEALTH CRISIS CENTER DIRECTOR

This is highly responsible administrative work planning, developing, coordinating, directing and evaluating the activities and services of the mental health crisis center.

Work involves overall responsibility for developing and implementing detailed services to effectively meet the psychiatric evaluation and care needs of crisis center clients. The above are accomplished through evaluating and monitoring department effectiveness; implementing and revising policies and procedures to facilitate proper department functioning; developing, monitoring and reviewing of the departmental budget. Supervision is received from the County Board with work being reviewed in the form of reports, conferences, achievement of goals and effectiveness of the department. Supervision is exercised over subordinate staff assigned to the department.

EXAMPLES OF WORK PERFORMED

Plan, develop, implement and supervise detailed department delivery of services.

Review, evaluate and develop goals, policies and procedures governing the mental health crisis center, ensure work and client environments are safe and supportive. Requirements of licensing and accreditation are reflected in the policies and procedures.

Supervise the collection, tabulation and conduct analysis of statistics relevant to the crisis center operation and disseminate as needed to related entities. Evaluate departmental goals as needed based on statistical analysis.

Develop and monitor departmental budget.

Serve on departmental and community committees and/or task forces; provide leadership and consultation so that services of the Mental Health Crisis Center are appropriately utilized; develop goals and objectives to meet stated department, client and community needs.

Plan, supervise and evaluate the work of subordinate personnel; oversee the delivery of program services.

Acts as the community liaison to governmental officials, community organizations and entities whose job duties are carried out under the NE Mental Health Commitment Act.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Extensive knowledge of the principles and practices of planning, organization and administration as they apply to the operation of the Mental Health Crisis Center.

Extensive knowledge of community organizations and current social and economic problems affecting the community.

Extensive knowledge of the sociological, behavioral, and cultural factors influencing the behavior and attitudes of clients.

Extensive knowledge of the professional principles, current practices in assessment and methods of treatment pertaining to the delivery of mental health crisis services to clients.

Ability to plan and implement services to meet departmental goals and objectives.

Ability to plan, assign, and supervise the work of subordinates engaged in the delivery of mental health services to clients in the Crisis Center.

Ability to make professional and administrative decisions within the framework of County rules and policies, labor contracts and state and federal regulations;

Ability to present ideas concisely both orally and in writing.

Ability to establish and maintain effective working relationships with community leaders, governmental officials, community agency representatives, professional groups, co-workers, clients and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in psychology, sociology, business or public administration or related field supplemented by a Master's Degree in social work, business or public administration or other appropriate field plus a minimum of four years experience in program management within a mental health program which includes considerable responsible administrative experience.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in social work, psychology, sociology, business or public administration, or related field supplemented by a Master's Degree in social work or other appropriate field plus a minimum of four years experience in program management within a mental health program which includes responsible supervisory experience or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

LANCASTER COUNTY
RISK MANAGEMENT DIRECTOR

NATURE OF WORK

This is responsible administrative and technical work managing the Risk Management Department, coordinating the County's Worker's Compensation program, coordinating the County's insurance coverage and fostering employee compliance with safety procedures and practices. This is an unclassified position.

Work involves responsibility for investigating work-related accidents, processing worker's compensation claims, communicating with medical providers and attorneys and approving/denying worker's compensation benefits. Work also involves meeting and corresponding with the County's actuary and insurance broker representatives and informing the County Commissioners of the County's risk and insurance coverage levels; budgeting for worker's compensation reserve levels, general liability and self-insurance costs; generating reports and maintaining files; and conducting and/or coordinating educational programs regarding employee safety awareness.

An employee in this class is expected to exercise independent judgment and initiative in planning and executing work responsibilities. Work is performed under the general supervision of the County Board of Commissioners with work reviewed in the form of conferences, accuracy and compliance with departmental, state and federal regulations.

EXAMPLES OF WORK PERFORMED

Direct and oversee all of the functions of the County Risk Management Department in order to effectively achieve County goals for a safe work environment.

Supervision of the Risk Management Specialist to assist in the review of First Report of Injury forms and related forms to determine eligibility and compensability of worker's compensation claims; gather additional information by requesting statements from and communicating with witnesses, supervisors, claimants, physicians, and other medical providers; request independent medical examinations when necessary; evaluate facts and apply worker's compensation law in order to recommend approval/denial of claims; establish reserve levels; approve/deny medical bills; construct employee files for claims in order to document data, reserves and payments; prepare and route correspondence; calculate and issue payments for claims; answer questions from claimants and relative parties; explain general legal requirements and procedures pertaining to worker's compensation claims.

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Administer routine automobile liability claims; maintain insurance database of all County vehicles including automobiles, trucks and heavy equipment.

Evaluate risks concerning governmental property, assets and operations; investigate property/casualty claims and losses; meet and correspond with the County's actuary and insurance broker to gather information for County Commissioner's review/approval; secure insurance coverage for all determined exposures, as approved; prepare and present budgets to County Commissioners for worker's compensation reserve levels, general liability, self-insurance and safety and training.

Manage the long-term disability program for Lancaster County; review current legislation related to worker's compensation laws and self-insurance and loss coverage.

Manage Lancaster County Sheriff's Department at fault auto liability claims. Make contact with third parties to determine amount of liability to be paid out of self-funded at-fault liability account.

Conduct and/or coordinate training relevant to worker's compensation, liability, injury prevention and represent County at various health and safety functions/events.

Maintain computer files/databases and document files; prepare and submit required Nebraska Worker's Compensation Court forms; conduct work site evaluations to determine injured employee accommodations.

Compliance with reporting to the Federal Center for Medicare Services (CMS) all claims involving County employees and injured innocent third parties who are Medicare Beneficiaries.

Serve as the County liason between Lincoln Lancaster County Health Department Wellness Coordinator and Lancaster County Wellness Committee

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of worker's compensation laws and rules and regulations as adopted by the legislative and court systems.

Considerable knowledge of risk coverage available including but not limited to real property, liability, worker's compensation, long-term disability, vehicular and other insurable risks.

Considerable knowledge of insurance claims adjusting and processing.

~~Knowledge of the Americans with Disabilities Act.~~

Knowledge of interviewing and investigating procedures.

Knowledge of financial management including budgeting, payment and billing processes and records maintenance.

Knowledge of medical and legal terminology.

Knowledge of all laws pertaining to CMS and the Federal Reporting Requirements.

Knowledge of training and development principles and methodologies.

Ability to analyze insurance loss data and prepare analysis of loss claims and coverage costs.

Ability to use basic word processing and applicable computer software applications.

Ability to review, document and analyze the statements of injured employees and designated medical and legal professionals.

Ability to establish and maintain effective working relationships with governmental officials, medical providers, legal representatives, employees and the general public.

Ability to communicate effectively orally and in writing including delivering presentations and reports.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in public or business administration, insurance or related field; and some experience managing a worker's compensation or insurance claims program.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration, insurance or related field, or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

7/97
Revised 8/2006

PS0370

LANCASTER COUNTY
COUNTY VETERANS SERVICE OFFICER

NATURE OF WORK

This is responsible administrative work supervising and coordinating the services and programs of the Veterans Service Center. This is an unclassified position.

Work involves coordination of a multitude of services and benefits available to veterans at Federal, State and County levels. Work includes overseeing requests for assistance, determining eligibility for financial assistance and administering the County Veteran's Aid Fund. Work also includes preparation and administration of the departmental budget. Work is performed under general policy direction of the State Department of Veterans Affairs, the County Veterans Service Committee and the County Board with the incumbent being held accountable and responsible for results achieved. Supervision is exercised over subordinate staff. This is an unclassified position.

EXAMPLES OF WORK PERFORMED

Oversee veterans' requests for financial benefits and support services; determine veterans' eligibility and coordinate multiple services and benefits available to veterans at Federal, State and County levels; assist veterans in completing applications and meeting eligibility requirements.

Administer the County Veterans' Aid Fund; determine eligibility and amount of assistance; act as liaison between veterans and providers as needed.

Prepare and transmit required forms and letters; maintain case files; provide on-call services to veterans as needed; assist with routine clerical tasks as necessary.

Visit veterans, widows and orphans in care facilities, hospitals and private homes as appropriate.

Attend meetings of the Lancaster County Veterans Service Committee, veterans' organizations, and the Nebraska County Veterans' Service Officers Association.

Direct, schedule and oversee the departmental staff in the operation of this department.

Prepare and administer the departmental budget.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of laws and regulations applicable to veterans' services and benefits.

Considerable knowledge of the principles, practices and methods of interviewing.

Knowledge of basic budgeting principles and practices.

Knowledge of support services in the community and services provided by such agencies.

Some knowledge of common word processing and computer database software applications.

Ability to interpret laws and regulations.

Ability to prepare reports and maintain records.

Ability to establish and maintain effective working relationships with veterans' organizations, veterans and their families, the County Board, and co-workers within the department.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus considerable experience working in the field of veterans' services or benefits.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus experience in working in the field of veterans' services or benefits or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

* Must be a honorably discharged veteran who served on active duty in the armed forces of the United States during World War I, World War II, the Korean War, Vietnam War, Lebanon, Granada, Panama or the Persian Gulf War or other War time service as may be declared (dates as provided by Nebraska State Statute). DD Form 214 required.

* Must have been a bonafide resident of the State of Nebraska continuously for at least the past five years immediately prior to assuming the position.

* As per the qualifications set forth in State laws 80-401.01 and 80-410.

Approved by:

County Board Chair

Personnel Director

12/2005

LANCASTER COUNTY
WEED CONTROL SUPERINTENDENT

9835

NATURE OF WORK

This is responsible supervisory work coordinating Lancaster County's noxious weed control program and City of Lincoln's weed abatement program and ensuring compliance with State Law and Lincoln Municipal Code. This is an unclassified position.

Work involves developing and implementing a plan of action to increase public awareness and voluntary compliance with weed laws and ordinances; consultation with property owners concerning proper weed control techniques; inspection of properties to ensure weed control compliance and, if necessary, contracting for control of noxious weeds or cutting overgrown weeds. Work also involves responsibility for associated administrative and management functions including work documentation and record keeping operations, computer system designations and information/education activities. General supervision is received from the Weed Control Authority Board with work being reviewed through annual work plan and budget review, approval and compliance. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of established policies and guidelines. Supervision is exercised over subordinate staff members as well as seasonal employees hired to work during peak weed infestation periods.

EXAMPLES OF WORK PERFORMED

Utilize news media, letters, posters, brochures, exhibits, meetings and other informational tools to educate and inform property owners of the benefits and requirements of controlling noxious weeds and performing weed abatement activities; assist property owners in developing and implementing weed control and weed abatement plans.

Inspect properties for compliance with noxious weed and weed abatement rules, regulations and requirements; utilize computerized systems to identify and notify property owners regarding violation of weed control statutes and weed abatement ordinance; prepare annual work plan and budget documents and monitor ongoing budgetary expenditures.

Coordinate annual bidding process for contracted weed control services; maintain records of noxious weed locations and intervention tactics implemented/completed.

Attend and participate in Weed Control Authority Board meetings and appropriate local, state and regional meetings related to weed control; evaluate and implement innovative techniques and technology to improve operational efficiency and effectiveness.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of local, State and Federal noxious weed control rules, regulations and statutes.

Considerable knowledge of noxious weed identification as well as materials, methods and

techniques used in their control.

Knowledge of the hazards and safety precautions associated with the application of pesticides and use of spraying equipment.

Knowledge of computer systems and common software applications.

Ability to plan, assign and supervise the work of subordinate staff members engaged in weed control and weed abatement activities.

Ability to interpret and explain local, State and Federal rules, regulations and requirements.

Ability to research and interpret legal descriptions, ^{GIS Mapping} ~~plat-book~~ and aerial photographs in locating property ownership.

Ability to establish and maintain effective working relationships with the public, governmental and educational agency representatives and co-workers.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major coursework in agriculture, weed science, business administration or related field, and considerable experience providing weed control services.

MINIMUM QUALIFICATIONS

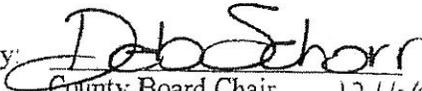
Graduation from an accredited four year college or university with major coursework in agriculture, weed science, business administration or related field; or any equivalent combination of training and experience which provides the required knowledge, abilities and skills.

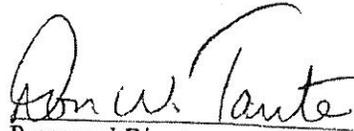
NECESSARY SPECIAL REQUIREMENT

Possession of a Commercial Pesticide Applicator Certificate in agriculture, ^{Remove} plant and right-of-way pest control categories upon appointment or within six months of initial appointment.

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary in the satisfactory performance of assigned duties.

Approved by:


County Board Chair 12/6/05


Personnel Director

11/2005

9835

Page 2, 4th paragraph.

Remove plat book and add GIS Mapping

Page 2, under Necessary Special Requirement

Should not be a "comma" between agriculture and plant. Agriculture plant is one category.

This could go in Desirable Knowledge, Abilities, and Skills:

Ability to oversee the inspection of new invasives that pose a threat to Lancaster County.

Ability to perform inspections of hay crops for Certified Noxious Weed-Free Forage.

Ability to maintain all perennial noxious weeds on Lancaster County Right of Way and work closely with County Engineering to control the biennial noxious weeds.