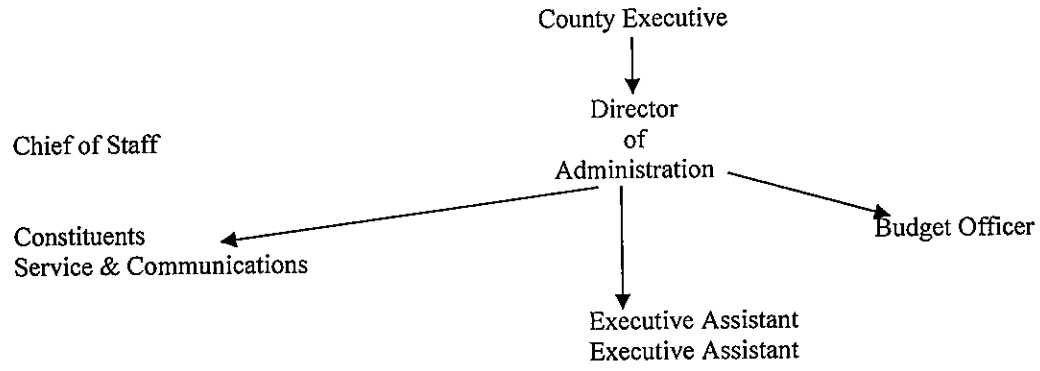


PROPOSED RESTRUCTURE
OF
COUNTY EXECUTIVE OFFICE



County Executive

Job Description

As defined in Article IV of the
Wicomico County Code

All executive power vested in Wicomico County by the Constitution and laws of Maryland and this Charter shall be vested in the County Executive, who shall be the chief executive officer of the county, and who shall faithfully execute the laws. The County Executive shall devote his full time to the duties of the office. The duties and responsibilities of the County Executive shall include, but not be limited to:

Preparing and submitting to the Council the annual county budget in the manner and form provided in Article VII of the County Charter.

Preparing and submitting to the Council and the public, within six months after the close of the fiscal year, an annual report on the activities and accomplishments of the county government, including a copy of the most recently completed annual audit required by Section 904 of the County Charter.

Providing the Council with any information concerning the executive branch which the Council may require for the exercise of its powers.

Recommending to the Council such measures for legislative action as he may deem to be in the best interests of the county;

Ensuring that county funds in excess of those required for immediate needs are invested in the best interests of the county.

Signing or causing to be signed on the county's behalf all deeds, contracts and other instruments; providing, however, that any agreement with a municipality to enforce laws within that jurisdiction or to collect municipal taxes shall require County Council concurrence.

Ensuring that the affairs of the executive branch are properly and efficiently administered, and that employees of the executive branch faithfully perform their duties.

Overseeing the purchasing agent of the county subject to the public general and local laws.

CHIEF OF STAFF
Grade

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GENERAL DEFINITION OF WORK:

This is managerial work supporting the County Executive in carrying out the missions, goals and initiatives of the County Executive and may require contact with high level Federal, State and County officials regarding issues that may have significant impact on County government. Work includes performing high level administrative work that is supervised and evaluated by the County Executive with responsibility for major County initiatives, as directed by the County Executive; advising and providing information to the County Executive and other officials on County related matters.

ESSENTIAL TASKS:

Serves as liaison between Wicomico County citizens, various civic organizations and the County.

Communicates with the County Executive, citizens and others, maintains confidentiality; and represents County policies to the public.

Conducts research, analyzes, and interprets information, issues, proposals, and problems to ensure that appropriate and complete information is provided to the County Executive for decision making and informational purposes.

May represent the County Executive in meetings and on committees. Responds to inquires and resolves complaints.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

An employee in this position requires extensive knowledge of administrative principles and practices that are applicable to a County government organization. Considerable knowledge of the methods and procedures of organization, planning and management. Skill in maintaining effective working relationships with officials at State, County and Town levels, as well as various civic groups and organizations; excellent verbal and written communication skills. Ability to coordinate programs with other agencies and groups; to communicate with and deal cooperatively, tactfully, and effectively with individuals at all social and economic levels.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Marketing, Political Science, Business Administration, or a related field. Experience in administering governmental programs or projects is desired.

SPECIAL REQUIREMENTS:

Serves at the Pleasure of the County Executive

Possession of a valid driver's license.

Ability to bend, stoop, kneel, stand, or sit for prolonged periods of time

Position is exempt from Fair Labor Act Standards.

DIRECTOR of ADMINISTRATION
Grade 24

(\$68,360--136,720)

GENERAL DEFINITION OF WORK

Performs administrative duties and exercises general supervision over the departments and agencies of the Executive Branch as the County Executive and the Charter may require. Assignments are difficult in nature and carried out in accordance with broad policy guidelines, general goals and objectives, and applicable legal standards or regulations.

ESSENTIAL TASKS

Provides day-to-day administrative oversight of County operations.

Exercises general supervision over departments and agencies of the Executive Branch of Wicomico County government, as the County Executive may direct.

EXERCISES GENERAL SUPERVISION OVER THE BUDGET OFFICER WHO coordinates the preparation and submission to the County Executive of the annual budgets for General, Capital, Enterprise, and Special Funds.

Studies the organization, methods, and procedures of each department of the county government and submits periodic reports on their efficiency and economy to the County Executive.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Degree in Administration from an accredited university, or equivalent education. Extensive knowledge of principles and practices of professional public administration including personnel management, finance, local government operations, and an understanding of the responsibilities of various County Departments and agencies. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks

SPECIAL REQUIREMENTS

Serves at the pleasure of the County Executive.

Prior to assuming the duties of the office, the Director of Administration shall be a resident of the county and shall continue to reside in the county for the duration of his/her term of office.

Possession of a valid driver's license.

Exempt from Fair Labor Standards Act standards regarding overtime.

Exempt from Wicomico County Merit System.

Rev. October 26, 2006

BUDGET OFFICER

Grade

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GENERAL DEFINITION OF WORK:

Under the direction of the County Executive this position performs highly responsible and complex professional and administrative budget work. Plans, organizes, coordinates, prepares, and administers the annual County budget.

ESSENTIAL DUTIES:

Projects gross receipts tax revenue, interest earnings and other revenue for the General Fund and other funds.

Coordinates with the Department of Human Resources to calculate accurate salary and benefit budget projections for the next annual budget.

Compiles five year Capital Program and Capital Budget data for presentation to the County Council.

Prepares the Executive Summary and any requested financial scenario models for presentation to the County Council.

Monitors County budget and programs and prepares/submits budget adjustments for submission to the County Council.

Provides technical direction, as needed, in the preparation of the County's Annual Budget Report and related analytical reports.

Performs technical, administrative accounting, and compliance review work for the purpose of assuring the County's maintenance of its fiscal records and systems in accordance with appropriate accounting standards and regulatory requirements.

Assists with the development, writing, coordination, initial implementation, and evaluation of budgetary policies and procedures; insures that, where applicable, policies and procedures are implemented and operate as intended.

Provides technical assistance with and analysis of the County's debt management activities.

Performs comparative statistical analyses of financial numbers, calculates financial ratios, follows up on unusual variances with respective department heads, and prepares written explanation of the major variations to County Executive.

Works with the County's internal and external auditors on the annual audit activities; provides financial end of year assistance as needed.

Provides technical assistance to County employees related to budgeting matters, as needed.

Provides technical evaluations and recommends procedures for the resolution of budgeting/financial issues.

Conducts cost/benefit analyses as required and prepares comparative, analytical reports on the fiscal performance of County Funds and Departments and reports results to County Executive and staff.

Performs related work as required.

CONSTITUENT SERVICES AND COMMUNICATIONS
Grade

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GENERAL DEFINITION OF WORK:

Responsible for serving as the initial point of contact between the public and the County Executive and County Council on all constituent issues. Shall be responsible for facilitating appropriate responses and providing information as requested.

ESSENTIAL DUTIES:

- to assist constituents on issues with county government
- duties include working with government agency personnel, individual citizens, community boards, neighborhood associations and advocacy groups;
- drafting correspondence, remarks and memos; initiating, planning and implementing community forums and volunteer events.
- responds to telephone requests, opinion calls, and comments on behalf of the County Executive and County Council.
- reviews and processes written correspondence to constituents as required.-
- responsible for issuing citations acknowledging individual accomplishments and proclamations.
- facilitates responses to all requests for public information.
- provide information to the public on a broad range of programs, services, issues, and policies.
- Prepare or direct preparation of news or public relations releases, special brochures, and similar materials on behalf of the County Executive and County Council.
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of office and computer equipment; organizational dynamics. Skills to include effective oral and written communication skills, time management and prioritization skills. Ability to maintain confidentiality; exercise professional decorum; work under minimal supervision; establish effective and harmonious working relationships.

EDUCATION AND EXPERIENCE

EXECUTIVE OFFICE ASSOCIATE
Grade 17

GENERAL DEFINITION OF WORK

Responsible for providing full secretarial support to the County Executive, Director of Administration and Assistant Director of Administration. Also prepare briefing materials for Airport Commission meetings; attend meetings, take minutes and transcribe same. Also receive and assist with public inquiries, assist Administrative staff, department heads as needed, prepare and/or compile various correspondence, reports and documents for Administrative staff, and track specific financial data; process payment of billings; travel/ conference registrations; coordinate meetings for Administrative staff.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Handle phone inquiries, messages, etc.
Sort and route mail for administrative staff.
Review and revise appointments calendar as needed.
Coordinate and prepare all briefing materials for Council meetings, includes obtaining materials from other departments, County attorney, individuals and/or agencies scheduled for agenda.
Prepare briefing materials for Airport Commission; attend meetings; take minutes; transcribe same.
Make travel arrangements for Administrative staff.
Receive, coordinate and compile materials for Operating Budget books; schedule departmental, work sessions with Administrative staff and County Executive.
Type budget letters to all departments, county agencies and public agencies that have submitted a budget request.
Coordinate and compile materials for Capital Improvements Budget books.
Process billings for the Administrative office; monitor and bill Administration cellular phone users for personal use; track County Administration operating accounts; prepare monthly leave records and biweekly time sheets; schedule meetings and appointments for office staff.
Prepare correspondence to individuals who have been appointed to county boards and committees
Maintain all records and files for Administrative Office.
Scan all pertinent executed documents to Law.
Review all expense reports, Purchase Orders and other financial transactions prior to approval by Administrative staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of executive level support service management; office and computer equipment; routine data and budget management; procurement and purchasing procedures; organizational dynamics. Skills to include clerical and support service skills, effective oral and written communication skills, time management and prioritization skills. Ability to provide administrative assistance and support; maintain confidentiality; exercise professional decorum; work under minimal supervision; establish effective and harmonious working relationships.

EDUCATION AND EXPERIENCE

High school diploma required, Associate's Degree in Secretarial subjects preferred. Superior computer knowledge required. Considerable secretarial experience required and preferably supporting a Department Head, Division Chief and/or supporting a high level executive position.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk,

hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

None.

Non-exempt.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

ESSENTIAL TASKS

Executive Office Associates, Office of the County Executive

Handle phone inquiries, messages, averaging 38-40 calls per day.

Respond to Council and departmental requests for information; perform research for Law, departments and County Council.

Sort and route mail for administrative staff.

Schedule and revise appointments calendar as needed.

Coordinate and prepare all briefing materials for Council meetings, which require obtaining materials from other departments, County attorney, individuals and/or agencies scheduled for agenda. Endorsement memos with materials are forwarded to Law for processing.

Airport Commission: meetings are held twice per month at the Airport, requiring one person to leave the office by 2:30 p.m. Minutes are taken, transcribed and included in briefing materials that are mailed the Thursday prior to the Monday meeting. Approved minutes are indexed and filed.

Make travel arrangements for Administrative staff.

Receive, coordinate and compile materials for Operating Budget books; schedule departmental work sessions with Administrative staff and County Executive.

Prepare Operating Budget book for County Council. Schedule departmental budget sessions with Council.

When the budget is adopted, staff types budget letters to all departments, county agencies and public agencies that have submitted a budget request.

Coordinate and compile materials for Capital Improvements Budget books. Prepare CIP books for Administrative staff and County Council.

Process billings for the Administrative office; track County Administration operating accounts; track leave time and submit biweekly time reports.

All department expense reports come to the Executive Office for sign off. Before approval, the reports must be checked for appropriate information (vendor number, account number, etc.) and accurate calculations. After receiving signature approval, all reports are copied and then originals are forwarded to the proper party. (July-May – 312)

After-the-fact Purchase Orders require sign off from Executive Office. The purchase orders come to the Executive Office from the department or Finance. POs are logged in, noting the date

received in Administration, date received in department, date of invoice, date of purchase order, vendor, PO number, PO amount and invoice amount. Once they are signed, copies are made and originals sent to proper party. (July-May – 423)

Following each Council meeting, copies of approved Resolutions are distributed to the proper departments and agencies; correspondence is prepared to individuals who have been appointed to county boards and committees. Resolutions are retained and indexed.

Maintain all records and files for Administrative Office.

Any document that requires review by Law must go through the following procedure: Following review and approval by Law, the document is sent to Administration for processing, which includes being recorded in the document log, sent to the Executive for signature; log completed with dates of signatures; scanned to Law and returned to requesting department. Note: total documents processed for (July-May – 305)

News articles from daily newspapers, local and national papers, magazines and any other print media are reviewed for articles pertaining to the Executive Office.

The two Executive Office Associates serve as secretaries to three informal advisory committees.