

It takes least three members of Commissioners' Court to hire, fire, and discipline each departmental director under the Commissioners' Court purview. This is easily addressed by appointing an Administrative Assistant to Commissioners' Court who would also:

- 1) **Provides leadership, management & coordination of Directors and Coordinators of the Administrative Division** of the county under Commissioners' Court purview: Custodial Services, Facilities Maintenance, Fleet Maintenance, Human Resources, Information Technology, Parks, Purchasing, Records & Risk Management, *and possibly Public Works Coordinator (next page)*. Would facilitate and monitors performance objectives and evaluate performance of each department as well as each director/coordinator. Would hire, train, assign/review work, sign time sheets, sheets, approve vacation, monitor sick leave, etc., evaluate, discipline, and terminate departmental director/coordinators, and keep Commissioners' Court abreast of major issues concerning Administrative Departments;
- 2) **Acts as liaison** between Commissioners' Court and the county departments, local governments, businesses, and the general public to communicate with all DH and EO's to convey and gather information required by commissioners' court;
- 3) **Confers with Commissioners' Court on policy matters** and Research, develop and implement policies and procedures and proceed as appropriate to ensure compliance;
- 4) **Works with counsel**, as needed;
- 5) **Functions as operations manager** including interpretation of policies and implementation of programs as directed by commissioners court;
- 6) **Provides information and staff support** at commissioners' court meetings and workshops;
- 7) **Develops Special Projects as assigned by the Commissioners' Court/County Judge;**
- 8) **Serves on various county committees** representing Commissioners' Court and/or Administrative Division (computer, COSA records, government month, etc);
- 9) **Attends local, regional, state meetings** on behalf of/or representing County Commissions' Court member(s);
- 10) **Acts as liaison** for professional, in-house and outside services;
- 11) **Responds to inquiries** from the public, civic and professional groups, and news media.
- 12) **Responsible for many Non-Departmental budget entries:** works with County Judge, TGC Purchasing Agent, HR Director, Appraisal District, CVCOG Rural Transportation and Economic Development coordinators, to determine amount to enter each year.
- 13) **Assigns employee parking**, by department, and maintains parking diagrams of each employee parking lot.
- 14) **Act as liaison to CSCD Community Service Coordinator** regarding grounds keeping of county facilities.
- 15) **Schedule and maintain calendar** of commissioners' court room and conference room use.
- 16) **Act as Liaison to State Inmate Work Camp** to coordinate state inmate use on county projects and sign project agreements.

**Appoint Archie Kountz as Administrative Assistant to County Commissioners' Court with Risk Management Duties.** *Archie has the ability to recognize and independently solve difficult problems that could have serious financial or political consequences. He understands the multiple regulations, ordinances, and laws governing county government, ability to analyze problems and make sound policy and procedure recommendations. He possesses strong supervisory skills and outstanding management and supervision skills and is able to motivate employees. His negotiation skills are also well honed. He has developed and maintains effective working relationships with co-workers, county officials / department heads, city, school and state officials, local business leaders and local organizations and the public. He already has knowledge of the principles and practices of county administration and operational functions which will serve him well in this position. He's a great 'smoozer' and has the ability to deal easily with high stress situations frequently defusing problem issues.*

The above duties will keep Archie very busy but he is more than up to the challenge. He has outstanding organizational and time management skills.

**Suggest a \$30,000 increase to his current salary.**

**Additional Administrative Services Director responsibilities and who they could be assigned to:**

**County Clerk Liz 6/20/11**

Participate in preparation and coordination of commissioners' court agenda. In Ilma and/or the Judge's absence: prepare, sign, time stamp, post, and distributes agenda to DH's, media, city, etc.

**County Clerk 'Real Estate' Division Liz 6/20/11**

Serve as County Property Manager for Tax Foreclosure, leased and purchased property including auditing, obtaining appraisals, and overseeing sales and purchases.

**Emergency Management Coordinator Ron Perry 6/17/11**

Liaison to County VFD's: Accept Annual Reports and Annual Mutual Aid Emergency Service Agreements. Ron Perry 6/17/11

**Environmental Health Pam & Karol 6/15/11**

County Sexually Oriented Business Enterprise (SOBE) Administrator: Accepts SOBE permit applications, grants/denies permits, collects \$1,000 annual permit fee per establishment, and schedules annual sight inspections of each SOBE by Sheriff's Dept.

**Human Resources Terry 6/22/11**

Maintain In-house Telephone Directory file, update as needed and submit file on disk to purchasing to obtain printing quotes, approve the proof, maintain list of directories per department, and other entities to be given to courier for delivery of directories.

**Library Director**

Serve as TGC Employee United Way Campaign Coordinator – either solicit a department head or an employee to serve as annual UW Campaign Chair, or serve himself, and solicit a DH or employee to serve as TGC's Loaned Executive. Assist chair as/where needed.

**Purchasing Agent Johnny 6/20/11**

Acts as county liaison to property management firms renting office space to county departments.

Renew VFD Interlocal Agreements.

Coordinate *Leadership San Angelo* sessions.

Submits registration and reservations for commissioners.

**Treasurer Dianna 6/22/11**

Maintain County Brochure file, update as elected officials, department heads or addresses change. Send disk to purchasing for printing, approve final proof. Distribute copies to county clerk, commissioners court and courtroom, library, leadership san angelo, etc.

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