

LINCOLN COUNTY
ADMINISTRATIVE AND LEGISLATIVE COMMITTEE
William Buedingen Training Center, W6147 State Road 86, Tomahawk, WI 54487
Tuesday, May 17, 2016 at 5:30 p.m.

Agenda

1. Call meeting to order
2. Request to fill authorized positions - IT Department
 - a. Network Engineer
 - b. IT Director
3. Adjourn

DISTRIBUTION:

Personnel Committee Members – Carl Vander Sanden (Chair), Julie Allen (Vice Chair), Greta Rusch, (Secretary), Corey Nowak, and Patsy Woller
County Board Chair
Administrative Coordinator
Department Heads

Service Center – Posted on _____	at _____	.m. by _____
News Media - Notified on _____	at _____	.m. by _____
Courthouse – Posted on _____	at _____	.m. by _____
Tomahawk Annex – Posted on _____	at _____	.m. by _____

There may be a quorum of other Lincoln County committees present at this meeting. Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.

MANNER OF NOTICE:

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

BALLOTS, VOTES, AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

**Lincoln County
Replacement of Authorized Position
Approval Form**

Department: Information Technology Date of Request: 5/10/2016

Employee to be Replaced: Damian Wegner

Position: Network Engineer

Union (if applicable): N/A

Current Wage Rate: \$27.95/hour

Last Day of Employment: June 3, 2016

Classification of position request (check one in each column)

Regular Position
 Temporary Position
Duration: _____

Full time
 Part time _____
Hours

In the space provided below briefly describe the disposition of the request (i.e. classify specific job category, reason, time frame, duties, and other significant information):

Damian Wegner will be terminating employment with Lincoln County effective Friday June 3, 2016. Damian is employed as a Network Engineer with Lincoln County and his job description including duties is attached.

Define the budgetary impact of this request (County levy, State or Federal grants, hourly rate, fringe benefits, department FTE, and/or productivity): If funded by a grant, is the grant anticipated to continue at the same level in future years.

Budgetary impact will result in less salary and fringe in the interim, but is likely to mean an increase in the costs and use of outside professional services to maintain acceptable response times and service levels due to one less staff member.

Explain the adverse effects on the department if this request is not approved: Indicate if this position is mandated or supports mandated positions or departments.

Service levels, response times to fix issues, and business continuity will be impacted greatly if this position is not approved to be replaced.

Committee Approval: (Ord. 2011-12-580)
(Attach Minutes)

Name of Committee

Date of Approval

Personnel Committee Approval: (Ord. 2011-12-580)

Name of Committee

Date of Approval

Replacement:
Position:

Date of Hire:

**Lincoln County
Position Description**

Position Title: Network Engineer

Department: Information Technology

Pay Grade: 13

FLSA: Non-Exempt

Date: April 2016

Reports To: Information Technology Director

Purpose of Position

The Network Engineer provides design and configuration recommendations along with installation, support, and maintenance services for the Local Area Network, Campus Area Network, and Wide Area Network technologies of Lincoln County, its lessees, and the ADRC-CW while supporting and delivering required information to each entity's end-users.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Infrastructure Administration

- Plan network design for all sites including the LAN, Campus Area Network, WAN, VLANs, DMZs, and firewalls
- Fully configure, patch, upgrade, monitor and backup county's Cisco switches, routers, firewalls, wireless controllers and access points.
- Plan and monitor LAN and WAN bandwidth for efficient use of resources.
- Configure, monitor and maintain network performance monitoring system.
- Monitor LAN and WAN connectivity for performance and security issues.
- Configure, upgrade, monitor and maintain wireless bridge network equipment.
- Troubleshoot network connectivity issues.
- Recommend, implement, monitor, and support network equipment and software.
- Install, configure, monitor, support, and maintain 911 dispatch center and radio equipment hardware and software for the Sheriff's Office.
- Installing and configuring new cabling, wall jacks, punch-downs, and keystones.

Server Administration

- Plan, maintain, and support physical and virtual server design for VMware clusters, standalone VMware hosts, virtual servers, physical servers and network appliances.
- Install, configure, support, and maintain VMware management servers.
- Troubleshoot server issues (hardware and software).
- Test and install OS patches for servers.
- Install, configure, troubleshoot, and maintain DHCP and DNS servers.
- Install, configure, monitor, upgrade, migrate, and secure Microsoft Windows servers.

Active Directory Administration

- Design, create, and maintain organizational units (OU) for Active Directory accounts.
- Create, update, and delete computer and users accounts, groups, and other objects.
- Create and maintain group policy objects.
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Security Administration

- Enforce network security using IT best practices and county policy standards.
- Enforce compliance with standards such as HIPAA and CJIS.
- Install, configure, maintain and monitor Windows Update Server.
- Test, approve, and install patches for Windows servers, desktops, VMware servers and various applications and programs.
- Install, configure, and monitor desktop firewall, NAC, anti-virus and anti-malware.
- Install, configure, and monitor Cisco and Microsoft TMG firewalls.
- Set up secure connectivity to the county network through wired, wireless, and cellular network connections.
- Purchase, install, and update SSL certificates for web servers and security appliances.
- Setup and monitor VPN connections for users and remote sites.
- Monitor and maintain ZixGateway virtual appliance and install Zix clients to provide email encryption.
- Configure, monitor, and maintain access control system for card access and panic buttons.
- Recommend, install, and maintain anti-virus, anti-spam and anti-malware software.
- Configure, monitor and maintain web filtering solution rules.
- Monitor and support biometrics and inmate tracking hardware, software, and connections for the Sheriff's Office.

Telephony Administration

- Support, troubleshoot and maintain Cisco Call Manager and Unity servers.
- Monitor and test network for call quality issues.
- Configure new phones, voicemail accounts, auto attendants and call handlers.
- Monitor, upgrade and troubleshoot all IP phones and analog telephone devices.
- Assist end users with questions and provide end user training.
- Provide training to other IT staff on advanced telephony concepts.
- Monitor and maintain Infortel call accounting server.
- Monitor and maintain Informacast IP paging broadcast server.
- Troubleshoot PRI connectivity issues and telecom trunks.

Server Application Administration

- Evaluate, research, test, support, upgrade, recommend and troubleshoot server software.
- Install, configure, monitor, maintain, update, tune and troubleshoot Microsoft SQL Servers and Exchange Servers.
- Assist Land Information department with installation, configuration and maintenance of Land Records clients, ESRI ArcGIS, ArcSDE GIS database environment.
- Monitor and maintain Fidlar Laredo/iDoc server environment.
- Install, configure and secure Microsoft web server environments.
- Manage State of WI cloud applications and connections for various programs and departments.

- Monitor, maintain, and troubleshoot connections for Point, Click, Care and CareTracker resident care cloud applications at Pine Crest nursing home facility.
- Configure, upgrade, monitor, troubleshoot and maintain Munis ERP system.
- Install, monitor and maintain TriTech Sweet Ambulance Billing application and connections.
- Configure, upgrade, monitor, troubleshoot and maintain VisionAIR software suite applications for Sheriff's Office.
- Install, configure, monitor and update service desk software.
- Configure, upgrade, monitor, troubleshoot and maintain other county applications.

Social Media and Website Administration

- Configure, update, and maintain the official County website.
- Grant access and train employees on how to publish department data using the content management tools on the website.
- Update and maintain the official County Social Media accounts.
- Assist various departments with websites and social media.

Wireless Administration

- Monitor and maintain Cisco WCS wireless management software.
- Monitor environment for rogue access points.
- Monitor and troubleshoot wireless connectivity issues for public and private connections.

SAN Administration

- Support, troubleshoot and maintain EMC SANs and SAN applications.
- Plan, configure, provision, and monitor storage for all SAN's.

Backup Administration

- Configure, update, and monitor Symantec Backup Exec, Symantec Enterprise Vault email archiving system, and any other backup tools.
- Backup all VMware virtual machines, physical servers, and data.
- Develop and test disaster recovery plan for critical county systems.
- Test data recovery and modify backup plans as needed to fit the county data retention policy and IT best practices.

Print Administration

- Configure, monitor and update all county print queues.
- Configure and maintain Papercut print auditing and print accounting software.
- Compile print accounting chargeback for all monthly printing usage.

Endpoint Support

- Install, configure and maintain Microsoft System Center Configuration Manager for desktop operating system imaging and software deployment.
- Evaluate, research, test, support, upgrade, repair, recommend and troubleshoot desktop software and hardware.
- Troubleshoot issues and assist with questions on all county desktops, MDCs, phones, laptop computers and mobile devices.
- Deploy new desktop and laptop hardware based on IT department's replacement plan.

- Install and support peripherals such as monitors, scanners, cameras, projectors, smartphones, tablets and other devices as needed.

Vendor and Contract Management

- Work closely with third party vendors to develop design considerations as well as for support purposes and troubleshooting, or to aid in the implementation of new technology.
- Work with other municipalities, jurisdictions, regional consortiums, organizations, and lessees as contracted or directed.

Audio and Video Support

- Configure, update, troubleshoot and maintain Polycom and InFocus video conferencing equipment.
- Configure, troubleshoot and maintain audio and video solutions for courthouse courtrooms and county meeting rooms.
- Install, configure, monitor, maintain, and troubleshoot fixed surveillance and squad vehicle camera systems.

Service and Support

- Manage and complete helpdesk and client requests in a timely fashion.
- Document procedures used in setup, support, and ongoing repair for all county solutions.
- Develop and carry out implementation plans and version control for software and hardware upgrades.
- Compose and maintain installation and operational instructions for county wide applications and hardware solutions.
- Develop, schedule, and conduct technical training sessions for county employees.
- Develop, schedule, and conduct advanced or specialized technical training for other Information Technology staff.
- Create and update network documentation of the county environment.
- Maintain an accurate inventory of county hardware and software.
- Apply appropriate project and time management skills to prioritize projects, tasks and service requests.
- Provide scheduled on-call and 24x7 technical support as part of an on-call rotation. The expectation is a call back to the person or party with the issue within 15 minutes and on-site within an hour if necessary.

Personal and Professional Development

- Possesses a strong work ethic and the desire to continue to learn, expand, and apply your knowledge and skills.
- Attend and participate in ongoing education and training to adapt to the changing needs of the position.

Minimum Training and Experience Required to Perform Essential Job Functions

- Four years of progressively responsible work experience in computer operations, information processing, systems analysis, applications development, system support or a closely related field.
- Post high school education from a recognized technical school, college or university in computer science, management information systems, or another related area. Education may be substituted for part of the work experience requirement as follows:
 - Associate's degree and a minimum of three years of related work experience.
 - Bachelor's degree and a minimum of two years of work experience.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Ability to ambulate between offices, court, and other facilities.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, telephone, fax machine, calculator, copy machine, etc.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Effective oral and written communication skills and effective listening.
- Ability to maintain a positive attitude.
- Develop and maintain effective working relationships with all county employees, clients, and business associates.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Environmental Adaptability

- Possesses the ability to thrive in a fast-paced environment with the ability to work under pressure.
- Team player with a commitment to personal and professional development and group success.
- Flexible and adaptable to the ever changing needs of the position.
- Ability to maintain confidentiality of information.
- Ability to work effectively in an office environment.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

**Lincoln County
Replacement of Authorized Position
Approval Form**

Department: Information Technology Date of Request: 5/10/2016
Employee to be Replaced: Travis Spoehr
Position: IT Director
Union (if applicable): N/A
Current Wage Rate: \$31.51/hour
Last Day of Employment: June 3, 2016

Classification of position request (check one in each column)
 Regular Position Full time
 Temporary Position Part time _____
Duration: _____ Hours

In the space provided below briefly describe the disposition of the request (i.e. classify specific job category, reason, time frame, duties, and other significant information):
Travis Spoehr will be stepping down as the Lincoln County IT Director pending the authorization of this request to re-hire the Director position. He will continue to fill the role of Director in the interim to maintain continuity of operations but upon hiring of a new Director will continue employment with Lincoln County, resuming the role of Network Engineer filling Damian Wegner's vacancy. The IT Director's job description including duties is attached.

Define the budgetary impact of this request (County levy, State or Federal grants, hourly rate, fringe benefits, department FTE, and/or productivity): If funded by a grant, is the grant anticipated to continue at the same level in future years.
Productivity and continuity of operations will remain intact with Travis serving in the interim until a new Director is hired. Possible small positive or negative financial impact dependent upon new Director's starting wage and insurance options.

Explain the adverse effects on the department if this request is not approved: Indicate if this position is mandated or supports mandated positions or departments.
The Information Technology would be impacted negatively in its ability to fulfill its mission and the County's overall mission if this authorized position is not replaced.

Committee Approval: (Ord. 2011-12-580) (Attach Minutes)	
Name of Committee	Date of Approval
Personnel Committee Approval: (Ord. 2011-12-580)	
Name of Committee	Date of Approval
Replacement:	Date of Hire:
Position:	
(for Administration Dept Use only)	

**Lincoln County
Position Description**

Position Title: Information Technology Director **Department:** Information Technology
Pay Grade: 16 **FLSA:** Exempt
Date: April 2016 **Reports To:** Administrative Coordinator

Purpose of Position

The purpose of this position is to coordinate and administer the activities of the Information Technology Department, to assess and meet the data processing needs of Lincoln County, its departments and lessees, and the ADRC-CW within coherent architectures for information technology systems.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Responsible and accountable for safety and motivation of individual employees in their department consistent with the specific responsibilities as outlined in the Lincoln County Safety Plan.

Management

- Fielding after-hours emergency calls to provide departments with 24x7 technical support as needed.
- Devise the county's IT framework consisting of IT procedures, practices, policies, procurement strategies, and the configuration and maintenance of the IT infrastructure encompassing telecommunication systems and networks, Internet connectivity links and networks, computers/hardware, software systems and applications, and data centers.
- Responsible for delivering timely and cost effective IT services to the county departments.
- Create and implement end user technology training plans for all technologies deployed in the county.
- Responsible for the evaluation, budgeting, selection, deployment and maintenance of all county software (server operating systems and applications, desktop operating systems and applications) and hardware (servers, appliances, SAN, endpoints, peripherals and other devices).
- Responsible for the evaluation, budgeting, selection, deployment, maintenance and monitoring for all network security including LAN/WAN, endpoints, phone, video and servers.
- Manage building access security including secure card access, duress buttons, and cameras.
- Responsible to plan for, create, and manage the county-wide technology budget and CIP projects.
- Responsible for setting the county's information technology strategic plan and vision.

- Duties as the Security Officer to address compliance needs and regulatory requirements such as HIPAA and CJIS.
- Responsible for the daily approval of invoices.
- Oversee and maintain a current inventory for property insurance records as well as accurate depreciation schedules for fixed assets.
- Manage all new and ongoing projects to ensure a reasonable return on investment and/or needed functionality gain. Critical focus on all projects being completed on time and within budget.
- Analyze new and existing hardware and software solutions for their total cost of ownership to the county.
- Prepare various reports such as the monthly IT director's report, annual departmental report, weekly agenda reports, monthly phone and print usage accounting reports, and IT plans and policies.
- Attend meetings and occasionally present to committees such as Administrative and Legislative, Building Committee, Department Heads and County Board.
- Continue to broaden education and refresh technology understanding (products and processes) to ensure that the proper technologies are deployed.
- Maintain considerable knowledge of information systems, business analysis principles and practices, and technologies.
- Must possess a thorough understanding of project management, and project management principles and practices, and apply them as needed.
- Maintain a thorough understanding of business procedures, functions, data flow and work processes.
- Maintain a good working relationship with all department heads, and develop an understanding of what their departments accomplish and how technology plays a critical role in meeting their needs.

Leadership

- Lead a diverse team of individuals to meet the county's IT support needs and expectations through day to day operations, projects, and short and long term tasks and goals.
- Conduct regular IT meetings to ensure the entire team is meeting their goals, properly completing their assigned tasks, and to gather information on their issues, concerns and needs.
- Keep everyone involved on all happenings within the department to create a unified understanding of the department's progress and direction.
- Regularly review staff work and provide ongoing feedback to the staff including their strengths and weaknesses.
- Prepare and deliver yearly reviews.
- Ensure staff is properly trained on current, new, and emerging technologies.

Technical Support

The IT Director should provide hands on support in all of the following categories to assist the current staff, to fill in when the staff is not available, or to aid in the cost savings of not using outside vendors. Though the IT Director may not be as versed in all of the following technologies, they must be proficient enough to assist as needed in the following general categories:

- Infrastructure Administration
 - LAN and WAN (Cisco)
 - Unified Computing (Cisco)
 - Radio Equipment (Motorola)
 - UPS Battery Backups (Liebert, Eaton, TrippLite, APS)
- Server Administration (Microsoft)
- Active Directory Administration (Microsoft)
- Security Administration (Cisco, Barracuda, Edgewave, Sophos, ZIX)
- Telephony Administration (Cisco)
- Server Application Administration
- Wireless Administration (Cisco)
- SAN Administration (EMC)
- Backup Administration
- Print Administration
- Endpoint Support
- Video Conference Support (Polycom, InFocus)
- Surveillance Camera Support (Simplex, Genetec, Panasonic)
- Building Security Support (AMAG)
- Cloud Application Support
- Social Media and Website Support
- General Service and Support

Vendor and Contract Management

- Work closely with external IT vendors, suppliers, outsourcing partners, and software developers to purchase IT assets and services as needed.
- Work with other municipalities, jurisdictions, regional consortiums, organizations, and lessees as contracted or directed.
- Use negotiation skills and leverage organizational purchasing power to procure the best possible pricing.
- Create or approve contracts and service level agreements.
- Conduct ongoing reviews of county vendors including their performance, price and reliability.

Soft Skills

- Apply appropriate project and time management skills to prioritize projects, tasks and service requests. Ability to adjust priorities and work schedules as needed through the use of effective organizational skills.
- Effective communication skills including oral and written communication, and effective listening.
- Ability to maintain a positive attitude.

- Develop and maintain effective working relationships with all county employees, clients, and business associates.
- Ability to work effectively under pressure.
- Team player with a commitment to personal and professional development and group success.
- Possess the ability to thrive in a fast-paced environment.
- Flexible and adaptable to the ever changing needs of the position, the department, and the county.
- Ability to maintain confidentiality of information.
- Possess a strong work ethic and the desire to continue to learn, expand, and apply your knowledge and skills

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Business Management, Management Information Systems, Information Technology, or related field and six years of progressive work experience.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Ability to ambulate between offices, court, and other facilities.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, telephone, fax machine, calculator, copy machine, etc.

Supervisory Skills

- Ability to assign, supervise and review the work of others.
- Ability to make recommendations regarding the selection, discipline and discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percents, and make use of principles of basic algebra and statistics.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to comprehend and interpret a variety of documents including financial reports, invoices, accounts payable, inventory documents, evaluations, land records, system reports, computer hardware and software manuals, policy and procedure manuals, etc.
- Ability to prepare a variety of documents including bills, accounting reports, evaluations, requests for proposals, memorandums of understanding, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret computer and data processing terminology.
- Ability to communicate effectively with office staff, County department heads and other staff, various committee and County Board members, vendors, State officials, technical support personnel, and others verbally and in writing.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Environmental Adaptability

- Possesses the ability to thrive in a fast-paced environment with the ability to work under pressure.
- Team player with a commitment to personal and group success.
- Flexible and adaptable to the ever changing needs of the position.
- Ability to maintain confidentiality of information.
- Ability to work effectively in an office environment.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date