



Board of County Commissioners Agenda Request

2M
Agenda Item #

Requested Meeting Date: 3/28/2017

Title of Item: Personnel Committee Recommendations - Recruitments

| | | |
|--|--|--|
| <input type="checkbox"/> REGULAR AGENDA | Action Requested: | <input type="checkbox"/> Direction Requested |
| <input checked="" type="checkbox"/> CONSENT AGENDA | <input checked="" type="checkbox"/> Approve/Deny Motion | <input type="checkbox"/> Discussion Item |
| <input type="checkbox"/> INFORMATION ONLY | <input type="checkbox"/> Adopt Resolution (attach draft) | <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i> |

| | |
|--|---|
| Submitted by: Bobbie Danielson | Department: Administration/HR |
|--|---|

| | |
|---|--|
| Presenter (Name and Title): Bobbie Danielson, HR Director | Estimated Time Needed: N/A, Consent Agenda |
|---|--|

Summary of Issue:

The Personnel Committee met on March 14, 2017, and recommends filling the following positions:
 1 full-time Network Administrator (Grade 9), IT Department. This original request was made on 12/20/2016, additional information was requested from IT, and that info has been provided to the Personnel Committee. This will bring the IT Department back to its 2015 staff size of 5 FTEs.

1 budgeted FT Assistant County Attorney position, with quarterly reporting to be provided to the committee for 1 year including, but not limited to, # of cases opened and closed, trials, settlements, etc. (TBD Level I Grade 11, or Level II Grade 13, depends on new hire's level of experience.)

1 FT County Surveyor position. This position replaces the former Land Survey Coordinator. A job description is attached. This is a department head position that will report to the County Administrator. (Grade 12)

*Attach all job descriptions.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Motion to authorize filling a FT Network Administrator, FT Assistant County Attorney, and FT County Surveyor as described above.

Financial Impact:
 Is there a cost associated with this request? Yes No
 What is the total cost, with tax and shipping? \$
 Is this budgeted? Yes No *Please Explain:*

IT position previously discussed w/Board by Interim Admin Patrick Wussow and IT Director Steve Bennett; this is an unbudgeted position, est \$47,000 (wages/benefits) for 7 months in 2017. Assistant County Attorney II budgeted at \$79k plus benefits in 2017 and County Surveyor budgeted at \$76k + bens.



NETWORK ADMINISTRATOR

Department IT Department
Grade Grade 9
Reports to IT Director
FLSA Status Exempt
Union Status Non-union Position

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To design, plan and maintain the voice and data network infrastructure and to maintain a working knowledge of industry standard best practices, including testing and maintaining the security of the networks. This position is second in command in the IT Department and is responsible for resolving the most difficult technical issues.

Supervision Received

Employees working in this job class work under general direction and are usually in charge of an organizational unit. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. They report to a superior by occasional conferences to discuss work progress or problems requiring upper advisement.

Supervision Exercised

Serves as a work leader to department staff which includes assigning tasks and monitoring progress and work flow, checking work for timeliness and correctness, and providing input into supervisor's actions.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance is an essential requirement of this position.

1. Trouble-shoots the data/voice networks to ensure reliability, including desktop hardware and all elements of the network infrastructure.
2. Administers county domains and Active Directory services.
3. Researches industry standards to design, maintain, and implement secure and reliable networks.
4. Tests and strengthens network security as required.
5. Responds to network security incidents.
6. Assigns tasks to computer specialists in troubleshooting network and computer systems, and monitors progress and work flow.
7. Trouble-shoots escalated computer and software issues.



Position Description

8. Evaluates new hardware, software, and procedures to ensure compatibility and functionality with existing systems.
9. Interprets software and hardware needs of the county departments and communicate those needs effectively to other agencies and vendors.
10. Stays current with technology trends, best practices, and legislative requirements.
11. Recommends procedures to other county units to improve their workflow processes.
12. Attends training and meetings as needed.
13. Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree in Computer Science, Information Technology, or a related field, plus three or more years related experience that includes designing, planning and maintaining voice and data network infrastructure, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

Valid Minnesota driver's license required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Must be willing to work flexible hours and weekends when required for projects and/or Sheriff's Office 24/7 coverage issues.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Network design concepts.
3. Practical network security concepts and techniques.
4. Server operations, cabling techniques, and effective troubleshooting procedures and techniques.
5. Telecommunication devices - types, function, operations.

Skill in:

1. Communication and interpersonal skills as applied to interaction with staff sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Reading, writing, and speaking English proficiently.
4. Effectively organizing and prioritizing workload.
5. Use of power and hand tools.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisor, and staff with respect, honesty, and consideration.
2. Maintain strict data privacy and confidentiality as required.
3. Multi-task and work under pressure in a sometimes demanding environment.
4. Travel to off-site locations and work in excess of standard hours when necessary.



Position Description

5. Troubleshoot and repair devices and systems by testing and interpreting symptoms.
6. Use clear communication to assure understanding of complex issues by non-technical personnel.

Language Skills

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

High Skills – Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Skills

Very High Skills - 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.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software.

County Payroll Software, E-time, Microsoft Word, Excel, Outlook, Publisher, Access, PowerPoint, Cisco IOS, Microsoft Windows OS's, Toshiba Strata OS System Software, Utility Software - FTP, Telnet, SSH, Audio/video editing, BarracudaWare Data Backup and Recovery Software, and more. Requires ability to evaluate and utilize all types of software with minimal or no formal training.

Ability to Travel

Travel required for trainings and meetings in and out of Aitkin County and to non-campus locations, including the License Office, Land Shop, Highway Department, and Long Lake Conservation Center.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, innovation, and crisis management.



Position Description

Work Environment

The noise level in the work environment is usually quiet to moderate.

Equipment and Tools

Computer, copier, fax, telephone, cell phone, remote access equipment, printer, shredder, power tools, hand tools, measuring and metering devices, emergency weather-alert system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 40 pounds.

While performing the duties of this job, the employee performs light to medium work, exerting up to 40 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The 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 and current employees to discuss potential accommodations with the employer.

05/13/2014

"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County."



ASSISTANT COUNTY ATTORNEY II

Department Attorney's Office
DBM/Grade Grade 13
Reports to County Attorney and Senior Assistant County Attorney
FLSA Status Exempt
Union Status Non-union

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To assist the County Attorney in the evaluation, preparation and presentation of cases brought before the District Court for civil or criminal prosecution, and to provide legal advice and assistance to various County officials and agencies.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

Directly supervises assigned support staff.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance is an essential requirement of this position.

1. Evaluates and exercises discretion in criminal investigations, child protection matters, civil commitment screenings, forfeitures, child support, and other matters, identifies appropriate charging or other decisions, recommends appropriate disposition of those matters in accordance with established policies and standards; refers investigations to appropriate agencies as may be required; refers, notifies, consults, advocates, and informs crime victims in accordance with the Victim's Rights Act.



Position Description

2. Prepares cases for judicial and administrative proceedings or appeals by, including but not limited to, reviewing evidence presented by county agencies, investigating facts, researching law, drafting and editing correspondence, pleadings and other documents, analyzing the opposing position(s), document and record case proceedings for future reference, and writing legal memoranda and briefs
3. Represents the County in assigned criminal or civil cases in court or at other hearings by presenting facts, analyzing and introducing evidence, interpreting information and law as it is conveyed during the proceedings, and revising and adapt the County's legal arguments as necessary. Recommends the disposition of cases to judges, referees, arbitrators and administrative law judges.
4. Confers with other staff attorneys and plans trial strategy, analyzes and presents evidence, engages in negotiation of case settlements or other matters of law, and monitors, modifies, and verifies the work of clerical staff in the preparation of legal documents. Supervises the issuance of subpoenas for trial preparation, manages and coordinates the trial process, maintains communication with trial witnesses and victims through pretrial witness interviews, correspondence, and phone calls to convey case status updates and schedule court appearances.
5. Coordinates the flow of information between defense attorneys, law enforcement, social services, and other agencies.
6. Analyzes legislation, case law, legal publications and other relevant literature in order to maintain accurate, current information on legal developments in all areas of law.
7. Counsels, represents and advises law enforcement officers; county officials, departments or agencies; attorneys; corrections workers; and other relevant parties in areas of investigation, trial techniques, criminal and civil law, strategy, and legal issues pertinent to the area of assignment; includes on-call availability after hours or on weekends as assigned to authorize continued detention of suspects, creation of search warrants, and other legal matters as presented.
8. Trains law enforcement officers, other agencies, and public organizations regarding legal issues.
9. Researches and identifies appellate issues on assigned cases by analyzing the facts and proceedings, reviewing court transcripts, and performing legal research, and drafting legal briefs and presenting oral arguments to the appellate court.
10. Composes correspondence and distributes relevant information to law enforcement, defense attorneys, the Court, guardian ad litem, county agencies, victims and other individuals and organizations relating to the status of the case.
11. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
12. Attend conferences and continuing education courses as needed.
13. Performs other related duties as assigned or apparent.

Minimum Qualifications

Requires a Juris Doctorate (J.D.) degree and Minnesota Attorney License issued by the Minnesota Supreme Court, plus five (5) years work experience as an Assistant County Attorney I with successful performance reviews OR five (5) years work experience as an attorney working as full-time prosecution,



Position Description

public defender or other full-time employment as an attorney at a governmental entity in civil or public law.

Valid Minnesota driver's license required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

All attorneys in the County Attorney's Office rotate weekend and holiday on-call duties. Such on-call duties include twenty-four (24) hour availability to law enforcement officers for authorization for continued detention of suspects, assistance in the creation of search warrants, and advice or consultation as needed. There is currently no additional compensation, remuneration, or consideration for said additional on-call duties.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. Duties, powers, limitations, and authority of the office of the County Attorney.
2. Criminal and civil law, rules of procedure, rules of evidence, and their application.
3. Principle methods, materials and practices of legal research, investigation, and writing.
4. Appraisal, interpretation, and application of legal principles and precedents to difficult legal problems.
5. Preparation and presentation necessary to try complex civil or criminal cases and solve complex legal issues.
6. County and departmental policies, procedures, and practices.

Skill in:

1. Effective communication, which will allow for presentation of statements of fact, law and argument clearly, logically, and forcefully, both in written and oral form.
2. Effective legal research, analysis, and application of the law.
3. Communicating with and relating calmly, logically and sensitively to crime victims, law enforcement, other attorneys, court personnel, and county departments.
4. Typing skill sufficient to complete 30 net words per minute without errors.
5. Reading, writing, and speaking English proficiently.

Ability to:

1. Work both independently and cooperatively.
2. Communicate effectively, both orally and in writing, in a variety of forums.
3. Analyze, appraise and organize facts, evidence, case law, statutes and rules and to effectively present legal opinions to other county officials, attorneys, judges and juries.
4. Present and argue cases in court, including the ability to deal with unanticipated situations when they arise.
5. Negotiate with adverse parties to settle cases in a manner which promotes the interests of justice.
6. Work effectively with others and manage time and workload effectively.
7. Travel and work in excess of standard hours when necessary.



Position Description

6. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
7. Maintain confidentiality.

Language Skills

Highest Skills – Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing boards.

Mathematical Skills

High Skills – Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Skills

Very High Skills - 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.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software/E-time, Microsoft Word, Outlook, PowerPoint, Jail and/or Dispatch Software, Minnesota County Attorney Practice System (MCAPS), Minnesota Court Information System (MNCIS), Westlaw, Windows media system, and Internet.

Ability to Travel

Periodic travel required for court hearings, trainings, and meetings in and out of Aitkin County.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, and innovation.



Position Description

Work Environment

The noise level in the work environment is usually moderate. Employees working in this position are exposed to evidence of trauma, violence, and disturbing crimes.

Equipment and Tools

Computer, copier, fax, telephone, printer, Elmo visual projector and presentation equipment, scanner, emergency weather-alert system, county-owned vehicles, personal vehicle (requires proof of insurance on file), and other job-related equipment.

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The 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 and current employees to discuss potential accommodations with the employer.

05/13/2014

“Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.”



COUNTY SURVEYOR

Department Land Records Department (New!)
Grade Grade 12 (pending board approval 3/28)
Reports to County Administrator
FLSA Status Exempt
Union Status Non-union Position

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

The County Surveyor maintains and restores the corners of the public land survey (original boundary corners), reviews and approves plats submitted for filing based on statutory and ordinance requirements, collects field data using terrestrial and global positioning systems and methods, and coordinates and directs activities of staff assigned to remonumentation, survey mapping and related functions.

Supervision Received

Employees working in this job class work under administrative direction and are free to plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization policies.

Supervision Exercised

Manages assigned staff including the Land Survey Technician, Assistant Land Survey Technician, and GIS Coordinator. Is responsible for the overall direction, coordination, and evaluation of the department.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Develops and implements the county-wide government remonumentation (section corner restoration) plan. Performs duties as outlined in the state statutes related to County Surveyor, including but not limited to, the review of the "Certificate of Location of a Government Land Corner".



Position Description

2. Serves as the technical expert in the county for interpretation of policies and regulations and for providing information and assistance on issues related to surveying. Responsible for maintaining relationships that are key to the function and the county.
 3. Using independent judgment provides work direction and technical direction to department personnel under the span of control, in accordance with the Aitkin County Personnel Policy and provisions of any applicable collective bargaining agreement(s).
 4. Provides general public assistance for questions relating to right of way lines, or section corners or general information from other surveyors.
 5. Reviews and approves the survey work submitted with new subdivision plats, planned unit developments (PUD), and property splits; signs all final plats. Meets with developers on potential development projects. Updates and maintains the plat database. Reviews and certifies right-of-way plats for the Highway Department.
 6. Participates in department resource planning, strategic planning, short-range planning and the budgeting process.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Must be licensed by the State of Minnesota to practice as a Professional Land Surveyor. Experience preferred, but not required.

Valid Minnesota driver's license required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Failure on the part of the incumbent to keep the MN surveyor license current is grounds for the board of county commissioners to declare the office vacant and to appoint a qualified person to the office.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. The Public Land Survey System - the methods, techniques and requirements of Land Surveying.
3. Survey related computer programs.
4. State laws relating to land surveying in Minnesota.
5. Mathematics and its application in field surveying and engineering computations.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.
2. Strong mathematical skills.
3. Operating computers and GIS, CAD, and Microsoft Office software.
4. Proficient in using and interpreting legal and technical forms, maps and aerial photography.
5. Reading, writing, and speaking English proficiently.
6. Effectively organizing and prioritizing work.



Position Description

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all county staff and the general public with respect, honesty, and consideration.
2. Demonstrate a high degree of self-motivation and the ability to work independently under limited supervision and direction.
3. Deal effectively with the general public and be objective answering questions without bias and with knowledge.
4. Establish and maintain effective working relationships with other employees, contractors, county officials, and the general public.
5. Understand and carry out oral and written instructions.
6. Make independent decisions objectively.
7. Perform mathematical computations and tabulations with a high degree of accuracy.
8. Prepare accurate reports and maintain up-to-date records.
9. Operate surveying equipment including survey-grade GPS instruments, total stations, and automatic levels
10. Write effectively
11. Direct and supervise other employees.

Language Skills

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. 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. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Skills

Very High Skills - 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.

Computer Skills



Position Description

To perform this job successfully, an individual should be proficient at using the following software.

County Payroll Software, E-time, ArcGIS, "LINK" by Pro-west, Microsoft Word, Excel, Outlook, AutoCAD, and other job-related software.

Ability to Travel

Occasional travel required for trainings and meetings in and out of Aitkin County.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, leadership, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, and innovation.

Work Environment

The noise level in the work environment is usually quiet.

Equipment and Tools

Computer, copier, fax, telephone, printer, surveying equipment, drafting supplies, county-owned vehicles, personal vehicle (requires proof of insurance on file), and other job-related equipment and tools.

Physical Activities/Requirements

Stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Position requires walking long distances in sometimes difficult terrain.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.



Position Description

Reasonable Accommodation Notice

The 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 and current employees to discuss potential accommodations with the employer.

02/14/2017

“Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.”