



Board of County Commissioners Agenda Request

2M
Agenda Item #

Requested Meeting Date: 2/23/2016

Title of Item: Job Description Updates

- REGULAR AGENDA
- CONSENT AGENDA
- INFORMATION ONLY

Action Requested:

- Approve/Deny Motion
- Adopt Resolution (attach draft)

- Direction Requested
- Discussion Item
- Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by:

Bobbie Danielson

Department:

Administration/HR

Presenter (Name and Title):

Bobbie Danielson, HR Director or Nate Burkett, County Administrator

Estimated Time Needed:

n/a

Summary of Issue:

The following job descriptions were updated and re-evaluated as follows:

- Assistant VSO, Grade 4 (new position)
- LLCC Business Manager, Grade 10 (formerly Administrative Coord, Grade 5), Pay Increase to \$53,352 1/1/2016.
- LLCC Education Manager, Grade 10 (formerly Instruction Coordinator, Grade 10). No change to grade.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

- 1) Motion to approve the three job descriptions listed above.
- 2) Motion to implement the annual salary of \$53,352 for the current LLCC Business Manager incumbent, effective 1/1/2016.

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:

The LLCC Business & Marketing Manager position was Grade 12. Prior incumbent was at \$58,864. Increase current incumbent (Admin Coord \$21.57/hour) to \$53,352 annual salary, effective retro to 1/1/2016.

Legally binding agreements must have County Attorney approval prior to submission.



Position Description

ASSISTANT VETERANS SERVICES OFFICER

Department Administration
Grade Grade 4
Reports to County Veterans Service Officer
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 provide assistance to the County Veterans Service Officer, and to assume his/her duties and responsibilities in the event of his/her prolonged absence. To advise, assist, and advocate for veterans, their dependents, and survivors (clients) in evaluating and applying for a wide variety of available federal, state, and other benefits and services. To develop community awareness and outreach programs for veterans by providing on-site service at nursing homes, hospitals, satellite office(s), and making house calls when necessary for homebound veterans and survivors (clients) throughout the county.

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

No formal supervisory authority.

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. Advises, assists, and advocates for Veterans, their dependents, and survivors in obtaining and maximizing receipt of any available federal, state, and local services, assistance, and grants available.
2. Advises, assists, and advocates for clients in appealing denied claims; attends hearings as requested on behalf of veteran.
3. Develops and maintains effective working relationships with veterans, their families, and survivors as well as service providers, other County departments, other government and non-government organizations to maintain effective levels of service for clients.



Position Description

4. Assists in development and implementation of community awareness and outreach programs to inform veterans and the public on benefits and services available by providing on-site service at nursing homes, hospitals, satellite office(s), and making house calls when necessary for homebound veterans and survivors (clients) throughout the county. Fulfills periodic requests for public speaking engagements for County veterans' organizations, County organizations, or community service groups.
5. Responsible for records management including all applicable data retention and data privacy regulations.
6. Maintains current knowledge of county, state, and federal statutes, as well as rules, regulations, and policies regarding veterans' programs, and interprets and applies these to the office's operations.
7. Attends training as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Must be a Veteran as defined in Minnesota Statute 197.447. Requires two years post-secondary education, or two years of full-time work experience providing services to Veterans; OR an equivalent combination of education and work experience sufficient to perform the essential functions of the job. A valid driver's license is required. Bachelor's Degree in social work, psychology, sociology, business administration, public administration, or related field is preferred, but not required. First Aid and CPR Certifications preferred.

Maintains State of Minnesota County Veterans Service Office (CVSO) Certification annually as required by Minnesota Statute 197.605.

Must be able to access the Veterans Benefits Management System. Training and VA background must be completed within 2 years of hire.

Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position, including rulings of the US Veteran Administration.
3. Veterans' programs, benefits, and community resources including government, non-profit agencies, and private sector.
4. Medical conditions and terminology.

Skill in:

1. Public relations skills in dealing with the public to communicate, process, and disseminate information and to explain laws and/or departmental operations and rules.



Position Description

2. Communication and interpersonal skills as applied to interaction with coworkers and supervisor sufficient to exchange or convey information and to receive work direction.
3. Typing skill sufficient to complete 45 net words per minute without errors.
4. Preparing and making presentations to groups.
5. Reading, writing, and speaking English proficiently.
6. Independently organizing and prioritizing work.
7. Strong computer skills including Microsoft Word, Excel, and Outlook.
8. Interpreting statutes.
9. Developing and implementing effective office procedures.
10. Math sufficient to evaluate budget information, determine need and eligibility for benefit programs, and calculate assistance levels.

Ability to:

1. Develop and maintain effective working relationships with County staff, members of the public, federal, state, and local government staff and elected officials, and clients and members of the public who are under stress, who may have mental illness and/or disabilities, and who may be emotionally charged over an issue.
2. Maintain confidentiality, exercise good judgment, and meet deadlines.
3. Work independently.
4. Travel and work in excess of standard hours when necessary.
5. Interpret complex laws, rules, regulations, and court opinions.
6. Analyze and organize information and materials in a clear and logical form for oral and written presentation.
7. Understand and carry out oral and written instructions.

Language 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.

Reasoning Skills

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

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



Position Description

County Payroll Software/E-time, Microsoft Word, Excel, Outlook, Publisher, Access, PowerPoint, Veterans Information Management System (VIMS) and other job-related software programs.

Ability to Travel

Local driving is required to satellite office(s), nursing homes, hospitals, and clients' homes. Clients' homes may present a variety of unpleasant or potentially hazardous conditions. Travel is also required to attend local meetings and events, out-of-town meetings and training sessions, and to visit the Minneapolis and St. Cloud VA Medical Centers, and the St. Paul VA Regional Office, as necessary.

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, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, delegation, leadership, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, innovation, and crisis management.

Work Environment

The noise level in the work environment is usually quiet. Regular computer use is required. The job may involve dealing with and calming individuals who are emotionally charged over an issue, suffering from acute mental health issues, and contagious diseases. There is considerable attention to detail and deadlines. Periodically requires working beyond normal business hours, including attendance at County service organization meetings. See also ability to travel section above.

Equipment and Tools

Standard office equipment including computer, calculator, copier, telephone, 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 20 pounds. While performing the duties of this job, the employee performs light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Note: Exerting up to 50 pounds of force is done occasionally to load and unload materials for outreach events.

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



Position Description

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.

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



EDUCATION MANAGER, LONG LAKE CONSERVATION CENTER

Department Land Department, Long Lake Conservation Center
Grade Grade 10
Reports to Land Commissioner
FLSA Status Exempt
Union Status Non-union Position
Special Note Residence on LLCC campus required

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

Develop and conduct business practices on behalf of Long Lake, consistent with its mission and goal of being a self-funded organization. Manage education program functions and curriculum of Long Lake Conservation Center, including training, scheduling and supervising instructors.

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 education division staff including Program Coordinator, Permanent Naturalists, Seasonal Naturalists, Summer Instructors/Counselors, and other seasonal staff and volunteers.

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, suspension, termination, 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. Under the direction of the Land Commissioner, and in collaboration with the Business Manager, manages, plans and evaluates the overall operations of Long Lake Conservation Center; provides input to the LLCC Budget and manages assigned budgets.
2. Leads the collaborative development and implementation of education curriculum, programs, policies and procedures, provides input to development and implementation of operational plans.
3. Leads the collaborative development and implementation of marketing and sales plans.



Position Description

4. Ensures ongoing accreditation of Long Lake Conservation Center as a special purpose school including, planning, implementation, reporting and evaluation.
 5. 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.
 6. Attend meetings, conferences, and trainings as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree in Natural Science, Environmental Education, Recreation or a related field. Teaching experience in formal or informal settings, plus three or more years related experience; or an equivalent combination of education and experience sufficient to perform the essential functions of the position.

5+years of experience in management and team leadership.

First Aid/CPR Certified.

MN Teaching license preferred, but not required.

On-site housing is required and provided for by Aitkin County.

Valid Minnesota driver's license required. Employment reference checks and a criminal background check (including FBI fingerprint check).

Superior oral and written communication skills, public speaking skills, advanced technology skills, and a very strong work ethic are required. Prior experience with Residential Environmental Learning Center operations is beneficial. Must be able to work flexible hours, including some evenings and weekends.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Basic knowledge of natural science, environmental education, recreation or related fields.

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. Teaching and Public Speaking
3. First aid and CPR/AED skills.
4. Leading outdoor activities.
5. Using audio visual equipment, computers, and other office equipment.



Position Description

6. Care and handling of live specimens including: snakes, frogs, salamanders, mice, and crickets.

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 guests with respect, honesty, and consideration.
2. Lead, instruct and evaluate programs and activities to carry out the objectives and goals of the Conservation Center.
3. Deal tactfully, but firmly, while supervising students.
4. Employ positive public relations both on and off the Conservation Center.
5. Maintain confidentiality.
6. Communicate with co-workers, students and the general public.
7. Establish and maintain effective working relationship with co-workers, supervisors, students and the general public.
8. Create, evaluate, and update curriculum.
9. Issue and follow oral and written instructions.
10. Endure adverse weather conditions and hazardous and annoying insects.

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.

Reasoning Skills

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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, PowerPoint, Internet, and other job-related software.

Ability to Travel

Occasional travel in and out of Aitkin County is required for attending conferences, meetings, and when visiting other sites (schools, potential clients, etc.).

Competencies



Position Description

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, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually moderate.

This position requires both indoor and outdoor work in all types of weather, including hot summer and cold winter temperatures. Outdoors may be exposed to bees, flies, mosquitoes, ticks, and poison ivy. May occasionally be exposed to blood or other body fluids from guest illness or injury.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key calculator, shredder, county-owned vehicles, and personal vehicle (requires proof of insurance on file). May also use a variety of recreational and educational tools and 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 40 pounds.

While performing the duties of this job, the employee performs light 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.



Position Description

BUSINESS MANAGER

Department Land Department, Long Lake Conservation Center
Grade Grade 10
Reports to Land Commissioner
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

Develop and conduct business practices on behalf of Long Lake, consistent with its mission and goal of being a self-funded organization. Manage maintenance and food service functions of Long Lake Conservation Center, to ensure all facilities are clean and safe for all guests; and to ensure all meals meet nutritional needs, while remaining affordable and appealing.

Supervision Received

Employees working in this job class work under Aitkin County administrative direction. They 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 all Food Service staff and Maintenance 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, suspension, termination, 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. Under the direction of the Land Commissioner, and in collaboration with the Education Manager, manages, plans and evaluates the overall operations of Long Lake Conservation Center; coordinates the development of the LLCC Budget and manages assigned budgets.
2. Manages the day to day administration of LLCC including accounting, scheduling, IT, HR, customer service, general communications and coordination.



Position Description

3. Leads the collaborative development and implementation of facilities, maintenance, food services, and general amenities plans.
 4. Assists in researching, designing and implementing marketing and sales plans as needed.
 5. 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.
 6. Attend meetings, conferences, and trainings as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Requires a Bachelor's degree in Business Management, Accounting, Marketing or a related field, plus three or more years related experience; or an equivalent combination of education and experience sufficient to perform the essential functions of the position.

Environmental studies and/or teaching background beneficial.

Superior oral and written communication skills, public speaking skills, advanced technology skills, and a very strong work ethic are required. Prior fundraising experience is beneficial. Must be able to work flexible hours, including some evenings and weekends.

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

On-site housing is an option for incumbent, spouse, and child(ren), if desired. This is voluntary. If interested, candidates may inquire about details at time of interview.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and Local laws, rules, and regulations relevant to the work performed in this position, in addition to departmental policies sufficient to promote business and to interpret and explain policy, regulations and operating procedures to the general public.
3. Budgeting, accounting, and bookkeeping practices sufficient to track expenses and revenues.
4. Word processing, database, spreadsheet, and financial management programs.
5. Business English, spelling, grammar and punctuation.
6. Modern office procedures, practices and equipment.
7. The MN Government Data Practices Act requirements.

Skill in:



Position Description

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. Leadership skills that include communication, marketing, promotion, and accessibility.
3. Grantwriting and fundraising skills and techniques.
4. Superior oral and written communication skills.
5. Outstanding computer skills and proficiency at using a variety of software programs.
6. Reading, writing, and speaking English proficiently.
7. Organizing and prioritizing work.
8. Typing skill sufficient to complete 35 net words per minute or higher.
9. Current computer and technology skills sufficient to produce correspondence, create interactive forms, professional brochures, spreadsheets, perform internet research, and efficiently utilize a variety of social media outlets for marketing purposes. Ability to learn new software quickly and adapt to ever-evolving technology.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and ability to treat all county staff and guests with respect, honesty, and consideration.
2. Establish and maintain effective working relationships with coworkers, supervisors, and subordinates; and a willingness to get involved with the community to work together for the benefit of all.
3. Work independently and exercise good judgment, demonstrating a high degree of self-motivation.
4. Attention to detail and ability to review and/or complete a variety of forms properly.
5. Exercise independent judgment, effective organization and time management as it relates to office procedures.
6. Must be able to travel and work in excess of standard hours when necessary, as well as be able to operate a vehicle safely in all types of weather.
7. Maintain confidentiality.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, financial reports, legal documents, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.

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.

Reasoning Skills



Position Description

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

Computer Skills

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

County Payroll Software, E-time, Microsoft Word, Excel, Outlook, Publisher, PowerPoint, Publisher, Internet, Facebook, Instagram, other media outlets, as well as other job-related programs and software.

Ability to Travel

Occasional travel is required for errands, trainings, meetings, business at the courthouse, conferences, trade shows, fairs, etc.

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, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually quiet to moderate. Must have the ability to focus and concentrate despite being subject to repeated interruptions.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key calculator, shredder, scanner, county-owned vehicles, and personal vehicle (requires proof of insurance on file). May also use a variety of recreational and educational tools and equipment.

Physical Activities/Requirements

Stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, daily lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Standing and bending to respond to inquiries and to obtain information is required. Must have the ability to lift and/or carry up to 20 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

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Position Description

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