

DEPARTMENTAL ACTIVITIES & GOALS

Direct and supervise the administration of all county offices, departments, boards, commissions and agencies under the general control of the Board of Commissioners, subject to the general direction and control of the board.

Attend all meetings of the Board of Commissioners and recommend any measures that she considers expedient

See that the orders, ordinances, resolutions, and regulations of the Board of Commissioners are faithfully executed within the county.

Prepare and submit the annual budget and capital program to the Board of Commissioners.

Prepare other reports that the Board of Commissioners may require concerning the operations of county offices, departments, boards, commissions, and agencies.

Submits periodic statements of the financial condition of the County; reviews each department's revenue and expenditure reports and analyzes actions, discusses actions and documents rationale and justification for actions; requests additional funds and transfers from the Commissioners.

Administrator the County's employee benefit plans which includes health and voluntary products, FMLA, retirement benefits, COBRA, etc.

Posts all available openings throughout all county departments by means of the Davie County website, ESC, internally as well as any posting through news media. Ensures compliance as an Equal Employment Opportunity Employer.

Prepares agendas for all Board of Commissioners' meetings and workshops.

Compose minutes of all Board of Commissioners' meetings.

Certify legal documents and prepare correspondence for Board follow-up.

ORGANIZATIONAL STRUCTURE

BOARD OF COUNTY COMMISSIONERS

1

Beth Dirks
County Manager

1

Data Processing- Neal Smith
 Board of Elections – Tabatha Parrish
 Register of Deeds – Brent Shoaf
 Sheriff/Jail – Andy Stokes
 Domestic Violence – Cindy Hendricks
 Development Services – Chris Nuckolls, John Gallimore,
 Andrew Meadwell
 EMS –Mark Hancock
 Communications – Ronnie Robertson
 Health – Suzanne Wright

Finance –Robin West
 Tax – Brian Myers
 Grants – Kim Harris
 Cooperative Extension – Lyndsie Young
 Veterans Services – Nancy Luckey
 Senior Services – Kim Shuskey
 Social Services – Becky Finney
 Library – Jane McAllister
 Water/Sewer – Johnny Lambert

--- Brenda Hunter
 Clerk to the Board
 --- Stacy Moyer
 Human Resources
 --- James Stockert
 Deputy County Manager

ACTIVITY JUSTIFICATION

Activity: County Manager	Number of Employees 1	# of Full-time <u>1</u> # of Part-Time 0	Annual Cost: \$151,156
Mandated by: NCGS § 153A-82	County Cost: \$151,156		Federal/State Cost: 0

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Beth M. Dirks (County Manager):

§ 153A-82. Powers and duties of manager

The manager is the chief administrator of county government. She is responsible to the Board of Commissioners for the administration of all departments of county government under the board's general control and has the following powers and duties:

- (1) She shall appoint with the approval of the Board of Commissioners and suspend or remove all county officers, employees, and agents except those who are elected by the people or whose appointment is otherwise provided for by law. The board may by resolution permit the manager to appoint officers, employees, and agents without first securing the board's approval. The manager shall make his appointments, suspensions, and removals in accordance with any general personnel rules, regulations, policies, or ordinances that the board may adopt. The board may require the manager to report each suspension or removal to the board at the board's first regular meeting following the suspension or removal; and, if the board has permitted the manager to make appointments without board approval, the board may require the manager to report each appointment to the board at the board's first regular meeting following the appointment.
- (2) She shall direct and supervise the administration of all county offices, departments, boards, commissions and agencies under the general control of the Board of Commissioners, subject to the general direction and control of the board.
- (3) She shall attend all meetings of the Board of Commissioners and recommend any measures that she considers expedient.
- (4) She shall see that the orders, ordinances, resolutions, and regulations of the Board of Commissioners are faithfully executed within the county.
- (5) She shall prepare and submit the annual budget and capital program to the Board of Commissioners.
- (6) She shall annually submit to the Board of Commissioners and make available to the public a complete report on the finances and administrative activities of the county as of the end of the fiscal year.
- (7) She shall make any other reports that the Board of Commissioners may require concerning the operations of county offices, departments, boards, commissions, and agencies.

(8) She shall perform any other duties that may be required or authorized by the Board of Commissioners. (1927, c. 91, ss. 6, 7; 1973, c. 822, s. 1.

Justify Need for Each Position in Detail (use additional pages if necessary):

The County Manager performs complex professional and administrative work in directing assigned operations of the County government and does related work as required. Work is performed under general supervision of the Board of Commissioners. Supervision is exercised over appropriate County staff.

Essential Function/Typical Tasks include planning, directing and coordinating the overall operation of County departments; ensuring proper operations, staffing and budgeting; advising and assisting the Board on operations and governance. Plans, directs and supervises the activities and daily operations of all County officials and departments; Reviews and prepares correspondence and reports; coordinates Board agendas with Chairman and County Clerk; attends meetings; Executes and enforces all ordinances, resolutions and orders of the Board of County Commissioners; Prepares and submits the annual budget and capital program to the Board and executes the budget and capital program adopted by the Board; approves all disbursements and expenditures as budgeted and/or authorized by the Board; prepares data charts and research reports to provide Board with any needed information; Appoints, suspends, discharges, transfers or removes County employees; Advises and assists department heads and other elected or appointed officials who are not under the direct control of the Board; Conducts day to day, short term and long range planning as necessary to manage the department and County; provides assistance to various departments and prepares goals and objectives that have long term effects on County citizens; Recommends programs proposed by various departments to the Board after reviewing and discussing with department heads; Provides and receives information from Board members, department heads, subordinates, other officials and citizens; Reviews monthly department reports, status reports, financial reports and personnel action forms to remain informed of new developments and recommendations; Performs and/or coordinates special projects; Performs related tasks as required.

The County Manager is ultimately responsible for all County Departments and employees (both full-time and part-time).

The County Manager also serves as the Public Information Officer as well as the Human Resource Director and is a direct appointment by the five elected members of the Davie County Board of Commissioners.

F.Y. 2013 – 2014

Department __ County Manager _____

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Division __ Deputy County Manager _____

ACTIVITY JUSTIFICATION

Activity: Deputy County Mgr	Number of Employees 1	# of Full-time __1__ # of Part-Time _____	Annual Cost: \$139,681
Mandated by GS - NCGS # _____	County Cost: \$139,681		Federal/State Cost:

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

§ 153A-83. Acting county manager. By letter filed with the clerk, the manager may designate, subject to the approval of the Board of Commissioners, a qualified person to exercise the powers and perform the duties of manager during the manager's temporary absence or disability. During an absence or disability, the board may revoke the designation at any time and appoint another person to serve until the manager returns or his disability ceases. (1973, c. 822, s. 1.)

§ 153A-82. Powers and duties of manager. The manager is the chief administrator of county government. He is responsible to the Board of Commissioners for the administration of all departments of county government under the board's general control and has the following powers and duties:

- (1) He shall appoint with the approval of the Board of Commissioners and suspend or remove all county officers, employees, and agents except those who are elected by the people or whose appointment is otherwise provided for by law. The board may by resolution permit the manager to appoint officers, employees, and agents without first securing the board's approval. The manager shall make his appointments, suspensions, and removals in accordance with any general personnel rules, regulations, policies, or ordinances that the board may adopt. The board may require the manager to report each suspension or removal to the board at the board's first regular meeting following the suspension or removal; and, if the board has permitted the manager to make appointments without board approval, the board may require the manager to report each appointment to the board at the board's first regular meeting following the appointment.
- (2) He shall direct and supervise the administration of all county offices, departments, boards, commissions and agencies under the general control of the Board of Commissioners, subject to the general direction and control of the board.
- (3) He shall attend all meetings of the Board of Commissioners and recommend any measures that he considers expedient.
- (4) He shall see that the orders, ordinances, resolutions, and regulations of the Board of Commissioners are faithfully executed within the county.
- (5) He shall prepare and submit the annual budget and capital program to the Board of Commissioners.
- (6) He shall annually submit to the Board of Commissioners and make available to the public a complete report on the finances and administrative activities of the county as of the end of the fiscal year.
- (7) He shall make any other reports that the Board of Commissioners may require concerning the operations of county offices, departments, boards, commissions, and agencies.
- (8) He shall perform any other duties that may be required or authorized by the Board of Commissioners. (1927, c. 91, ss. 6, 7; 1973, c. 822, s. 1.)

Justify Need for Each Position in Detail (use additional pages if necessary):

Work involves coordination of the annual operating budget, and supervises other departments and functions as assigned by the County Manager. Fiscal work includes supervising and participating in preparation and analysis of financial reports, and forecasting revenues and expenditures. Considerable independent judgment and initiative in planning and directing the fiscal control system. Work is performed in accordance with established County procedures, local ordinances, and North Carolina General Statutes governing the responsibilities of local government operations

Coordinates with the County Manager the development of the annual general operating budgets; works with each department head to project revenues and expenditures; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures; works with the Manager in directing the formation of County financial policies and in the final preparation of the budget; participates in preparation of capital budget.

Supervises a staff of professionals, technicians, and support positions; conducts hiring, training, motivations, communications, employee development, and, performance management and evaluation.

Determines revenue projections based on expected expenditures and projected revenues.

Participates in debt financing analysis and strategies.

Reviews and monitors on-going administration of budget, accounting and billing processes; reviews budget systems and develops methods for improvement.

Submits to the manager and the County Commissioners periodic statements of the financial condition of the County; reviews each department's revenue and expenditure reports and analyzes actions, discusses actions and documents rationale and justification for actions; requests additional funds and transfers from the Commissioners.

Supervises County departments and functions as delegated by the County Manager; acts in the absence of the County Manager in accordance with §153A-82 and §153A-83. This individual also participates in more complex organizational conflict resolution and problem-solving with the Manager.

When advising the County Manager and Board of Commissioners, provides all relevant information that is reasonably available, presents the pros and cons, and basis for reasoning on established professional, technical or legal principles.

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Division _____

ACTIVITY JUSTIFICATION

Activity: Admin	Number of Employees	# of Full-time <u>35% of position</u> # of Part-Time _____	Annual Cost: \$19,997
Mandated by GS - NCGS # _____	County Cost: \$19,997		Federal/State Cost:

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Stacy Moyer: Asst to County Manager (35%)

Sort/distribute mail that arrives in the County Manager's Office for all County Departments. Aids public via answering calls and/or greeting them in person. Providing initial intake and addressing their needs and/or concerns or directing them in the right direction. Schedules meetings for County Manager and Deputy County Manager as needed. Maintains the calendar for the County Commissioners Meeting Room and Conference Room. Serves as the Department purchasing officer by maintaining inventory and ordering supplies as needed. Maintains the postage meter for all departments in the County Administration Building and Development Services Building by ordering supplies, trouble shooting, adding postage, and training employees on use of the equipment. Coordinates various activities including the Volunteer Reception, Employee Christmas Luncheon, Employee Appreciation Luncheon, etc. by creating and distributing invitations, creating the menu, selecting and contracting with a caterer, event set-up, tear-down and other preparation necessary for the event.

Codes all departmental bills for signature by County Manager, once approved for payment all bills are scanned for future reference reducing excess paper files.

Serves as a back-up for Workers Comp and P & L claims and administration when the primary individual is out of the office. Assists the County Manager in special projects as necessary and serves as a Notary for department, other County staff and the public when necessary. Maintains confidential information and files and performs various other tasks as required.

Justify Need for Each Position in Detail (use additional pages if necessary):

This position serves in many different capacities and in addition to the basic daily activities, serves in numerous as needed capacities. This position serves as the main initial contact for the public when contacting the County Manager's office, as well as, main initial contact for the employees when contacting the County Manager's office. The County Manager's Office receives a large variety of calls on a daily basis ranging in topics. This position must be well versed in all aspects of County operations to best assist the general public with the questions and concerns on routing the calls and walk-in traffic. As the County Manager's schedule is at many times overflowing with activity, it is necessary to have this position assist the County Manager as needed.

ACTIVITY JUSTIFICATION

Activity: Clerk to the Board	Number of Employees 1	# of Full-time _____ # of Part-Time _____	Annual Cost: \$67,948
Mandated by: NCGS § 153A-111	County Cost: \$67,948		Federal/State Cost:

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Brenda B. Hunter, Clerk to the Board

§153A-111

The Clerk to the Board is appointed by the Board of Commissioners and serves at the pleasure of the Board. The Clerk to the Board performs a variety of administrative functions for the Board of Commissioners.

Duties/Responsibilities

Maintains the Minute Books which are a permanent and historical record of Board actions
 Prepares and distributes meeting notices
 Gathers information and prepares agendas for all Board of Commissioners' meetings and workshops
 Composes full and accurate accounts of all actions taken by the governing body
 Attends all Board meetings and workshops
 Certifies and notarizes legal documents on behalf of the County
 Prepares follow-up correspondence for actions taken by the Board of Commissioners
 Indexes actions taken by the Board of Commissioners
 Records and distributes all line item transfers and budget amendments
 Coordinates and distributes annual updates to the Davie County Code of Ordinances
 Handles registration and hotel reservations for commissioners and support staff for out of town meetings and conferences
 Prepares resolutions to be presented by the Board of Commissioners
 Maintains files for county boards and commissions appointments and prepares letters for notification of appointments and letters of appreciation
 Prepares Annual Gender Equity Report for the Office of Secretary of State
 Prepares a variety of notices and legal advertisements
 Maintains confidential information and files
 Authorized to administer oaths of office to elected and appointed county officials
 Performs other related task as required by the Board of Commissioners
 Maintains title file for all county owned vehicles
 Coordinates and advertises sale of surplus vehicles
 Balances and coordinates monthly County credit card statement
 Serves as the Department Safety Representative on the Davie County Safety Committee
 Serves as the Secretary and as a member of the Executive Committee for the Davie County Safety Committee
 Coordinates the Annual Employee Service Awards (orders service pins and prepares invitations for employees)

Orders plaques and gifts for outgoing Board members

Orders flowers in case of hospitalization of an employee or death of an employee or member of his/her immediate family

Orders County Flags and Lapel Pins

Prepares and distributes County Holiday Schedule

Provides assistance to the public on general operations and procedures of county government

Assists with various administrative duties for the County Manager's Office (answering telephone, scheduling meetings, greeting the public, etc.)

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Division _____

ACTIVITY JUSTIFICATION

Activity: HR	Number of Employees	# of Full-time <u>65% of 1 position</u> # of Part-Time _____	Annual Cost: \$37,138
Mandated by GS - NCGS # _____	County Cost: \$37,138		Federal/State Cost:

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Human Resources Coordinator –

Manages the employee benefit programs (health and voluntary products, FMLA, retirement benefits, COBRA), processes enrollment applications, changes and terminations, completes and scans necessary paperwork for payroll; enters and verifies payroll entries; reconciles insurance company invoices and submits same for payment. Serves as liaison between employees and insurance providers. Receives, investigates and resolves health insurance questions. Administers COBRA, ensuring that former employees receive COBRA information and notifies insurance company of the same. Coordinates the annual open enrollment process. Conducts all background checks for county departments and credit checks for the Sheriff's Department. Coordinates all pre-employment drug screenings and reviews results. Posts all available openings throughout all county departments by means of Davie County website, ESC, internally as well as any posting through news media. Ensures compliance as an Equal Employment Opportunity Employer. Conducts exit conferences with terminating/exiting employees. Conducts group new employee orientation as well as one-on-one sessions. Create/Update/Maintain both active and inactive Personnel Files. Prepares RFPs, analyses bids/quotes, ensures all bids are applicable to the stated specifications, recommends changes to the health insurance plan to minimize premium increases and assists in decision-making process for health insurance plans. Maintains Employment Applications per record retention policies and ensures all active employment applications are submitted for any new openings when applicable. Maintains employee job descriptions, ensures they are electronically held and up-to-date as positions change, etc. Coordinates the annual Flu Shot clinic for all county employees as well as dependents and family members that are covered by the County Health Plan. Ensures compliance with the latest employment labor laws, postings, etc., as well as coordinates random drug screens for all safety sensitive positions and those employees that operate a county owned motor vehicle as part of the regular job duties. Administers the "fleet" of drivers database for the County by submitting to the DMV required information in order that the County will be notified when a "fleet" driver has been convicted of a motor vehicle violation. Violations are reviewed and disseminated appropriately.

Wellness activities:

Disseminates all wellness information to employees. Coordinates any and all wellness events to promote health and wellness throughout County employees, which helps keep health insurance premiums low. Coordinates all Wellness meetings.

Justify Need for Each Position in Detail (use additional pages if necessary):

This position is responsible for and completes the following:

This position serves as the Benefit Plan Administrator for the health and voluntary products offered by the County. This position ensures compliance with applicable employment laws and transmits required information to governmental entities as required by employment laws. This position orients new employees on County policies, benefits, etc. This position conducts background checks on prospective employees for the County departments (credit checks for the Sheriff's Department). Background checks are necessary to ensure the best candidate is selected for the position as well as minimize future potential liability. This position ensures appropriate enrollment with the various health and retirement benefit plans. This position also conducts exit conferences with terminating/exiting employees ensuring exiting employees receive appropriate paperwork. This position must post all available positions in the County and ensure the posting covers all aspects of the job as well as compliance to the Personnel policy adopted by the Davie County Commissioners. This position prepares the Personnel files for auditors review and must keep files up-to-date for any/all "Personnel Action Forms". This position must coordinate the random drug screen program which reaches 20% of the County population. This position coordinates the "fleet" of drivers database which ensures the County has licensed and safe drivers. This position promotes all wellness activities to maximize participation and fully promote a healthier lifestyle for County employees (this includes the flu shot clinic, activities such as the Employee Health Fair). This position confidentially maintains all files for approximately 300 full-time and 100 part-time employees as well as those files for inactive personnel and assists in public records requested related to personnel.

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Department _County Manager_____

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Division _____

CONFERENCE & TRAINING DETAIL

No. Attending	Purpose, Estimated Date & Location	Mode of Travel	Estimated Cost			
			Travel	Fees	Lodging	Total
1	Chapel Hill – Employment Law	Car	95	200	25	320
1	Clerks Education – Fall	Car	95	200	400	695
1	Clerks Education – Spring	Car	95	200	400	695
1	County Manager Conf	Car		200	400	650

SPECIAL WORK PROJECT

Location:

None

Description:

Justification:

Estimated Cost:

**COUNTY OF DAVIE BUDGET
2013-2014 FISCAL YEAR**

	PRIOR YR ACT JUNE 2012	CURR ACTUAL 2012-2013	CURR REVISED 2012-2013	REQUESTED 2013-2014	MANAGER 2013-2014	BOARD 2013-2014
COUNTY MANAGER						
41210 480006 COPY FEES	-110.08	0.00	-150.00	-150.00		
TOTAL COUNTY MANAGER	-110.08	0.00	-150.00	-150.00		

**COUNTY OF DAVIE BUDGET
2013-2014 FISCAL YEAR**

		PRIOR YR ACT	CURR ACTUAL	CURR REVISED	REQUESTED	MANAGER	BOARD
		JUNE 2012	2012-2013	2012-2013	2013-2014	2013-2014	2013-2014
COUNTY MANAGER							
51210	510010 SALARIES AND WAGES	315,349.52	137,717.10	324,916.00	324,997.00		
51210	510020 PART-TIME SALARIES	0.00	0.00	0.00			
51210	510040 LONGEVITY	1,880.00	2,000.00	2,000.00	2,120.00		
51210	520050 FICA	22,366.02	10,241.86	25,009.00	25,024.00		
51210	520060 GROUP HOSPITAL INSURANCE	30,701.64	13,272.44	35,380.00	35,700.00		
51210	520070 RETIREMENT	21,526.17	9,206.25	22,721.00	23,127.00		
51210	520080 WORKMENS COMPENSATION	2,709.09	3,400.51	3,315.00	3,401.00		
51210	520100 ECS UNEMPLOYMENT INSURANCE	0.00	0.00	0.00			
51210	520110 GROUP LIFE INSURANCE	163.20	68.00	0.00			
51210	520120 401K-EMPLOYER SUPPLEMENT	9,175.56	3,917.80	9,687.00	9,750.00		
51210	520130 YMCA MEMBERSHIP	0.00	0.00	0.00			
51210	520250 EMPLOYEE MEDICAL EXPENSE	0.00	0.00	0.00			
51210	520260 EMPLOYEE EDUCATION REIMBURSEME	400.00	400.00	400.00	400.00		
51210	530120 POSTAGE	455.47	230.70	550.00	550.00		
51210	530250 PRINTING & BINDING	0.00	0.00	0.00			
51210	530300 VEHICLE TIRES	0.00	0.00	0.00			
51210	530310 VEHICLE GAS & OIL	0.00	0.00	0.00			
51210	530320 OFFICE SUPPLIES	1,978.84	587.50	2,000.00	2,000.00		
51210	530330 DEPARTMENT SUPPLIES	0.00	0.00	0.00			
51210	532340 SUPPLIES - BOOKLETS	0.00	0.00	0.00			
51210	540090 ED & TRAINING - CO EMPLOY	0.00	0.00	0.00			
51210	540100 EDUCATION & TRAINING	1,159.00	280.00	800.00	800.00		
51210	540110 TELEPHONE	991.43	376.25	2,000.00	1,500.00		
51210	540130 UTILITIES	0.00	0.00	0.00			
51210	540140 TRAVEL	616.75	413.01	1,688.00	1,250.00		
51210	540210 BUILDING & EQUIPMENT RENTAL	0.00	0.00	0.00			
51210	540450 PURCHASED SERVICES	661.80	201.00	1,000.00	1,000.00		
51210	541540 COMPUTER SERVICES	0.00	0.00	0.00			
51210	541550 CONSULTANTS	0.00	0.00	0.00			
51210	550160 EQUIPMENT MAINTENANCE	3,279.47	864.00	3,200.00	3,200.00		
51210	550170 VEHICLE MAINTENANCE	0.00	0.00	0.00			
51210	560120 SPECIAL EVENTS	0.00	0.00	0.00			
51210	560260 ADVERTISING	0.00	0.00	0.00			
51210	560530 DUES & SUBSCRIPTIONS	1,011.00	546.00	3,000.00	1,500.00		
51210	560540 INSURANCE & BONDS	0.00	0.00	0.00			
51210	560570 MISCELLANEOUS	0.00	0.00	0.00			
51210	560600 BUILDING INSURANCE	0.00	0.00	0.00			
51210	580600 EQUIPMENT & FURNITURE	0.00	645.61	675.00			
51210	580620 COMPUTER HARDWARE	9,539.63	0.00	0.00			
TOTAL COUNTY MANAGER		423,964.59	184,368.03	438,341.00	436,319.00		

Org	Emp #	Last	First	Job Desc	Service Date	Yrs Svc		Grade	Hourly	Annual	Request
						14	Jul 13 - Jun				
51210	610	DIRKS	BETH	COUNTY MANAGER	02/07/2005	9				\$113,039	\$113,039
51210	7	HUNTER	BRENDA	CLK TO BD/ADMIN ASST	10/03/1988	25	66			\$49,359	\$49,359
51210	784	MOYER	STACY	HUMAN RESOURCES COORDINATOR	07/01/2008	5	69			\$40,758	\$44,834
51210	10	STOCKERT	JAMES	DEPUTY COUNTY MANAGER	03/23/1987	27	82			\$102,765	\$102,765
				Travel Allowance - Manager							\$7,500
				Travel Allowance - Deputy Co Manager							\$7,500
TOTAL FULL TIME											\$324,997
TOTAL PART TIME											\$0
TOTAL											\$324,997
LONGEVITY											\$2,120
FICA											\$25,024
HOSPITAL											\$35,700
RETIREMENT											\$23,127
401K											\$9,750
TOTAL AUTHORIZED POSITIONS 4 FULL TIME											