

## Wis. Statutes 251.03 Local board of health; members.

(1) A local board of health shall consist of not more than 9 members. At least 3 of these members shall be persons who are not elected officials or employees of the governing body that establishes the local health department and who have a demonstrated interest or competence in the field of public health or community health. In appointing the members who are not elected officials or employees, a good faith effort shall be made to appoint a registered nurse and a physician. Members of the local board of health shall reflect the diversity of the community. A county human services board under s. 46.23 (4) may act as a county board of health if the membership of the county human services board meets the qualifications specified in this subsection and if the county human services board is authorized to act in that capacity by the county board of supervisors. If a county human services board acts in this capacity, it shall use the word "health" in its title.

(2) The chief executive officer of a city or a village shall appoint members of a local board of health, subject to confirmation by the governing body. In a county with a county executive, the county executive shall appoint members of the county board of health, subject to confirmation by the county board of supervisors. In a county without a county executive, members of the county board of health shall be appointed by the chairperson of the county board of supervisors, subject to confirmation by the county board of supervisors. The person who appoints members of the local board of health may designate certain members to be nonvoting members of the board.

(3) In establishing a city-county or multiple county health department, the relevant governing bodies shall agree on how many members of the local board of health are appointed by each governing body and how many of each governing body's appointees shall be members who are not elected officials or employees of the governing body. The members shall be appointed as specified in sub. (2).

(4) Governing bodies of counties, cities or villages that appoint local boards of health shall specify the lengths of terms of members and shall provide for staggered terms.

(4m) Subsections (1) to (4) do not apply to a village or town that establishes a local health department under s. 251.02 (3m). In a village or town that does so, the village board or town board shall establish itself as a local board of health or appoint either wholly or partially from its own members a local board of health that consists of a suitable number of competent persons. A local board of health under this subsection shall elect a chairperson and clerk.

(4r) Subsections (1) to (4m) do not apply to a city, village or town that establishes a multiple municipal local health department under s. 251.02 (2) (b) or (3r), or to cities that establish a city-city local health department under s. 251.02 (3t). In establishing a multiple municipal local health department as described under s. 251.02 (2) (b) or (3r), the relevant governing bodies shall agree on how many members of the local board of health are appointed by each governing body and how many of each governing body's appointees shall be members who are not elected officials or employees of the governing body. The members shall be appointed by the relevant governing bodies. A local board of health under this subsection shall elect a chairperson and clerk.

251.03(5) (5) No governing body of a county, city, village or town is required to use the term "local board of health" to refer to a local board of health that is established under this section.



## IOWA COUNTY POSITION DESCRIPTION

**JOB TITLE:** County Administrator

**DEPARTMENT / SECTION:** Administration

**DATE REVIEWED:** April 2014

**TITLE OF IMMEDIATE SUPERVISOR:**

Committee on Committees

**GRADE:**

**JOB SUMMARY:**

Responsible for all administrative and management functions of County government not otherwise vested by law in boards or commissions, or in other elected officers pursuant to Wis. Stat. 59.19. Under the supervision of the County Board, this person provides leadership for administering, coordinating, and implementing the activities and programs of the County in support of policies, procedures, goals, and objectives established by the County Board. Provide administrative support for the County Board, develop and propose an annual budget and oversee grants and major projects. As an at-will employee, the County Administrator serves at the pleasure of the County Board.

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
1	Direct, supervise, and manage all administrative, operational, and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.		
2	Supervise the heads of all departments of the County except those elected by the people.		
3	Research and recommend to the County Board establishment and modification of County policies.		
4	Advise department heads concerning County Board policies, procedures, directives, and expectations. Ensure that policies and programs adopted by the County Board are effectively and efficiently carried out.		
5	Responsible for the necessary training and development of all County staff.		
6	Schedule and chair regular County department head meetings. Receive and review departmental progress, accomplishments, budgets, and operating plans.		
7	Act as liaison between individual County Board members and committees or departments.		
8	Authority to hire and discharge all County employees, except for elected officials as governed by state statutes.		

TASK NO.	DESCRIPTION	FREQUENCY	BAND /GRADE
9	Identify and analyze problems/issues, identify alternative solutions, project consequences of proposed actions, and implement recommendations.		
10	Prepare and present an Annual Report to the County Board on the condition and activities of the County developed with the advice and input from each department. The Report shall include a long-range forecast of needs.		
11	Attend and participate in County Board committee meetings as deemed necessary by the Board and requested by committee chairs.		
12	Report to the County Board as needed or requested.		
13	Explain, justify, and defend County programs, policies, and activities; negotiate and resolve sensitive and controversial issues.		
14	Direct, prepare, and submit to the Administrative Services Committee an annual budget and long-range financial plan related to the priorities, goals, objectives, and policies. Coordinate development of departmental budgets to ensure consistency with the County's overall priorities, policies, goals, and objectives. Prepare and present reports to the Administrative Services Committee and to the County Board on a regular basis regarding the County's financial condition, including future financial needs.		
15	Work with all departments in the implementation of the adopted budget, insuring that all County expenditures are made in strict compliance with applicable federal, state, and County laws, ordinances, or regulations, and generally accepted accounting practices; review all departmental and agency requests for adjustments or transfers of budgeted funds with the Administrative Services Committee, the County Board, and the Finance Director as necessary.		
16	Advise and assist departments in being compliant with budgetary, financial, purchasing, and accounting policies and procedures.		
17	Review requests for additional County positions and forward recommendations onto the appropriate oversight committee, in addition to the Administrative Services Committee.		
18	Oversee, together with the department heads, all intergovernmental contracts and rental or lease contracts on behalf of the County.		
19	Coordinate, oversee, and present to the appropriate committee and County Board for approval all service contracts for non-program service area functions.		
20	Serve as spokesperson and representative of the County, as directed by the County Board, with other units of government, state and federal officials, other agencies, interest groups, the public, and representatives of the media. Represent the County's interest at legislative meetings, hearings and other places and events as directed by the County Board. Coordinate County activities and programs, when appropriate, with those of other counties, municipalities, and external agencies and organizations as well as the state.		
21	Develop and maintain effective community relations, ensuring timely investigations and responses to citizen complaints and inquiries.		
22	Serve as ADA Compliance Officer for the County.		
23	Serve as the lead negotiator in labor contract negotiations.		
24	Responsible for all County purchasing policies and procedures.		

25	Lead the long-range planning process for the County.		
26	Evaluate on a continuing basis, the levels of service provided by County departments and recommend the establishment and/or modification of policies, procedures, or operating standards. Recommend to the County Board, reorganization, improvement, or development of new functions and/or abandonment of existing functions.		
27	Conduct special projects as directed by the County Board and perform other duties as may be required.		

	<p><b><u>Demonstrated Experience and Skills Required.</u></b></p> <p>Competency and demonstrated experience in developing and monitoring large budgets.</p> <p>Demonstrated grant writing and fund raising experience in the public/non-profit sector.</p> <p>Effective oral and written communication skills.</p> <p>Excellent interpersonal skills including but not limited to strong goal orientation, an ability to motivate, build teams, and provide overall leadership.</p> <p>Ability to conceptualize, evaluate and analyze complex issues.</p> <p>Familiarity with applicable federal, state, and local laws and regulations.</p> <p>Thorough knowledge of personnel management, public sector labor relations, contract negotiations, and Equal Opportunity principles.</p> <p>Ability to plan, organize, direct and coordinate the administrative, financial, and operational functions of County government.</p>		
	<p><b>Minimum Qualifications</b></p> <p>Bachelors Degree in Public Administration, Business Administration, or closely related field; Masters Degree preferred. Substantial experience as a County Administrator may be considered in lieu of this degree requirement.</p> <p>Five years administrative and management experience in business, industry or government required. Experience in financial management of a large organization required. Experience in county or municipal government preferred.</p> <p>Experience in public sector management in a unionized work environment.</p>		

**Conditions of Employment**

Must possess a valid driver's license, or the ability to possess one within 6 weeks.

Must treat all information with the utmost of confidentiality.

The individual will be exposed to public contacts, travel, sitting, keyboarding and moderate lifting.

Pass a criminal and personal background check required.

DATE: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYEE RELATIONS APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_

COUNTY BOARD CHAIR APPROVAL: \_\_\_\_\_