

SKAMANIA COUNTY BOARD OF COMMISSIONERS
240 NW Vancouver Ave.
Stevenson, WA 98648
Agenda for August 30, 2022

Commissioner Meetings are open to public attendance with limited available seating to ensure physical distancing. Meeting attendees must wear a proper face covering regardless of vaccination status and maintain 6 feet of physical distance between other persons. Seating will be on a first come, first serve basis. If there is more attendance than seating, you will be asked to leave the Courthouse and phone in using ZOOM with the following numbers:

1 346 248 7799 US 1 312 626 6799 US
 1 646 558 8656 US 1 669 900 9128 US
 1 301 715 8592 US

Meeting ID: 889 0632 1210 – New Meeting ID as of 06/01/2021

[Join Zoom Meeting](#)

- Audio only from your computer <https://us02web.zoom.us/j/88906321210>

WRITTEN PUBLIC COMMENTS ACCEPTED AND ENCOURAGED BY MONDAY PRECEDING THE MEETING AT NOON. If you wish written comments to be listed on the agenda, they need to be submitted to the Clerk of the Board by noon on Thursday preceding the Tuesday/Wednesday meeting, otherwise they will be held for the following Tuesday/Wednesday. Email comments to: slack@co.skamania.wa.us When a holiday falls on Monday, the regular meeting is held on Wednesday of that week.

Tuesday, August 30, 2022

- 9:30 AM Call to Order, Pledge of Allegiance
 Public Comment (3 minutes)
 Consent Agenda Items will be considered and approved on a single motion. Any Commissioner may, by request, remove an item from the agenda prior to approval.
1. Authorization to purchase OneScreen Smart Board with ARPA funding (previously approved for Public Works)
 2. Homeless Housing funding request from Mid-Columbia Housing for up to \$10,000
 3. Contract Amendment #1 with Mack Garage Doors to change the completion date
 4. Set public hearing for Supplemental Budget #3 for 2022
- Voucher Approval
 Ratify signing letter of support for Camp Wa-Ri-Ki to include with grant submission to Washington State Recreation and Conservation Office (RCO)
 Revised Job Description for Chief Clerk of the Board and set salary range
 Revised Job Description for Administrative Office Assistant and set salary range
 Revised Job Description for Financial Management Administrator
- Meeting Updates
- 10:00 AM Department Head Reports
- 11:00 AM Workshop with Tim Elsea, Public Works Director to discuss placing the Courthouse on the National Register of Historic Places
- Lunch
- 1:30 PM Workshop to discuss rescinding Resolution 2020-19 Declaration of Emergency related to COVID 19
- 2:15 PM Workshop with Financial Management Office, Elected Officials, Department Heads and Managers to discuss County finances
- 2:45 PM Workshop with Community Health Director, Tamara Cissell to discuss Strategic Planning
- Adjourn

 Note: Agenda subject to change. Times listed are estimates only. The Commission reserves the right to move agenda items as needed and during the meeting, and may add and act on any item not included in the above agenda. Minutes are available at www.skamaniacounty.org on the Commissioners web page. If necessary, the Board may hold executive sessions on scheduled meeting days. \Board of Commissioner meetings are recorded, and audio may be heard at www.skamaniacounty.org

COMMISSIONER'S AGENDA ITEM COMMENTARY

SUBMITTED BY

Commissioner _____
Department: Public Works / Engineering


Signature

AGENDA DATE

SUBJECT: OneScreen Smart Board Purchase Authorization

ACTION REQUESTED Approve the purchase of OneScreen Smart Board

SUMMARY/BACKGROUND

The board allocated \$10,000 in ARPA funds for Public Works and Engineering to upgrade technology. A smart board is a modern collaborative tool, a 75" screen enabling direct digitally connected participation through a variety of devices including hand gestures and styluses for drawing and export. Several smart boards were reviewed, and OneScreen was selected for its features list, price, performance in live demonstration, and readily accessible tech support.

FISCAL IMPACT

\$5289 from Public Works to be reimbursed via allocated ARPA funds.

RECOMMENDATION

Authorize purchase

LIST ATTACHMENTS

Invoice to Dynamic Vision Technology
Authorization to use Mastercard
Authorization to Purchase

AUTHORIZATION TO USE MASTERCARD

SKAMANIA COUNTY

Travel > 250 miles (requires bank notification)

Travel Dates: _____

PURCHASE INFORMATION

Employee Name:

Type of Purchase Request: Smart Board

Current Expense Funding? Yes No Programs Registration/Entry Fees Supplies/Tools Other Travel**

Dates of Use: From: 8/23 To: 8/25

Description of Purchase: 75" OneScreen from Dynamic Vision Technology

Approximate amount of purchase: \$ 5289

* Total must not exceed 10% of the Approximate amount of purchase

** FOR TRAVEL USE: PLEASE COMPLETE/PROVIDE TRAVEL AUTHORIZATION FORM WITH THIS REQUEST.

ORIGINAL RECEIPTS REQUIRED FOR PROOF OF PURCHASE. PLEASE ATTACH RECEIPTS TO AUTHORIZATION FORM AND PROVIDE TO ACCOUNTING. THANK YOU!

Shelby [Signature] 8-23-2022
Employee Signature Date

ELECTED OFFICIAL/DEPARTMENT HEAD APPROVAL

Approved

Rejected

[Signature] 8/23/2022
Elected Official/Department Head Signature Date

COMMISSIONER APPROVAL (BOCC DEPARTMENTS)

Approved

Rejected

Commissioner Signature Date



AUTHORIZATION TO PURCHASE

(FOR PURCHASE OF NON-BUDGETED TOOLS/EQUIPMENT OVER \$5,000.00)

SKAMANIA COUNTY

DATE OF REQUEST: 8/23/2022

ITEM REQUESTED FOR PURCHASE: OneScreen 75" Smartboard

PURPOSE OF ITEM TO BE PURCHASED: Meetings, Design, Illustration, Depiction, Communication

PROPOSED VENDOR: Dynamic Vision Technology

APPROXIMATE AMOUNT OF PURCHASE: 5288.84

REQUESTED BY: Greyson Rudd SUPERVISOR APPROVAL: _____

BUDGET OKAY: _____ SUPPLEMENTAL BUDGET YES NO

SOURCE OF FUNDING: ARPA

DEPARTMENT HEAD APPROVAL: *[Signature]*

COMMISSIONER APPROVAL (2 Signatures required)

SALES INVOICE

Dynamic Vision Technology

Phone #: 619-500-4728
Email: info@dvisiontechnology.com
Address: 663 S Rancho Santa Fe Rd # 661
San Marcos, CA 92078

INVOICE #: INV76443
DATE: 8/23/2022

Account No: SC-01


BILL TO: Skamania County
Attn: Greyson Rudd
170 NW Vancouver Avenue
Stevenson, WA 98648

Ship To: Skamania County
Attn: Greyson Rudd
170 NW Vancouver Avenue
Stevenson, WA 98648

SALESPERSON	SALES ORDER NO.	PAYMENT TERMS	DUE DATE
Sam Campbell		Credit Card	9/2/2022

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
TL6-75	OneScreen 75" 4K UHD Interactive touch screen, original LG display panel with Android 8, built in Google Play and apps for annotation and wireless projection. Includes 3 Year Advanced Hardware Warranty	1	\$4,550.00	\$4,550.00
SUBTOTAL				\$4,550.00
FREIGHT				\$305.00
SALES TAX (7.7%)				\$373.84
TOTAL				\$5,288.84
BALANCE DUE				\$5,288.84

COMMISSIONER'S AGENDA ITEM COMMENTARY

<u>SUBMITTED BY</u>	Community Health Department	Signature 
<u>AGENDA DATE</u>	BOCC, 08/30/2022	
<u>SUBJECT</u>	Skamania County Homeless Housing Council Advisory Board	
<u>ACTION REQUESTED</u>	Approval/Signature	

SUMMARY/BACKGROUND

The one (1) attached Homeless Housing Fund Request Form has been submitted by the Homeless Housing Council requesting approval of fund request by Mid-Columbia Housing Authority.

FISCAL IMPACT

Up to \$10,000

RECOMMENDATION

Sign

LIST ATTACHMENTS

Agenda Commentary
Letter of Funds Request from:

Mid-Columbia Housing Authority

Dated this ____ day of _____ 2022.

ATTEST:

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Richard Mahar, Chairman

T.W. Lannen, Commissioner

Debbie Slack, Clerk of the Board

Robert Hamlin, Commissioner

Aye _____
Nay _____
Abstain _____
Absent _____

HOMELESS HOUSING FUND REQUEST FORM

Requests for public funding will be considered on a quarterly basis, by the Homeless Housing Council members which represent community health officials, social service providers, government officials, and representatives from the public. Applications with emergent need will be reviewed on a case by case basis.

Organization/Provider: Mid-Columbia Housing Authority

Date: 08/22/22 Address: 500 E 2nd St

City: The Dalles State: OR Zip: 97058 Phone: 541-296-5462

Email: karenl@mid-columbiahousingauthority.org

Amount requested: \$10,000 Funding Start date: 04/01/2023-03/31/2024

Please submit this form to: housing@co.skamania.wa.us

If you have questions about this form, please email: housing@co.skamania.wa.us

Description of Need

Describe the need or gap in existing service that will be addressed by your proposed program.

There is a great need for affordable housing and housing assistance in Skamania County. This need is evidenced by the Mid-Columbia Housing Authority (MCHA) waitlist, which is currently a one year wait in Skamania County. The Shelter Plus Care (SPC) program serves disabled households that are chronically homeless and have an immediate supportive housing need. This program is crucial for chronically homeless households in Skamania County.

Describe how this funding request meets the goals outlined in the 5-Year Homeless Housing Plan.

This funding request meets the goals outlines the Skamania County 5-year Homeless Housing Plan by providing permanent housing assistance to chronically homeless households in Skamania County. This permanent housing assistance helps reduce the number of homeless households in Skamania County.

Program Description

Please provide the following information about your proposed program:

- **A general description of the program:**

The Shelter Plus Care (SPC) program is a permanent tenant-based rental assistance program specifically for households that are very-low income, chronically homeless, and have one or more adult persons with disabilities. MCHA administers the SPC program in Skamania and Klickitat counties.

“Chronically homeless” under this program means that the applicant is currently living on the street or other place not meant for human habitation (parks, vacant buildings, etc.) and has been

HOMELESS HOUSING FUND REQUEST FORM

continuously homeless for one year or has had four episodes of homelessness in the past three years.

The SPC program grant from HUD's Continuum of Care funds requires a match of at least 25% of the total grant award. MCHA has received this match as a cash commitment from Skamania and Klickitat counties from the Homeless Housing Funds or Affordable Housing Funds. Over the years, this generous match commitment from Skamania and Klickitat counties has enabled MCHA to expand participation in the SPC program, which also has led to an increased grant award from HUD.

- **The number of Skamania County residents expected to be served by the program and the number of out-of-county households expected to be served by the project (if applicable):**

The SPC program currently assists two Skamania County residents. These residents are long-term participants in the program who were previously chronically homeless and living out of their cars.

The SPC program also serves four Klickitat County residents. MCHA tracks funds received as match separately, and Skamania County funds will only be used for Skamania County residents.

- **Anticipated or existing community partnerships in connection to your proposed project:**

MCHA provides referrals as needed to community partners, including WGAP, Skamania County Community Health, Skamania County Council on Domestic Violence and Sexual Assault, Northwest Justice Project, Mid-Columbia Children's Council, Skamania County Senior Services, and others.

Outcomes and Metrics

- **Please describe the expected outcomes for households and/or goals of the project:**

The expected outcome for the participants in the SPC program is continued, permanent housing stability for previously chronically homeless residents. MCHA caseworkers are available to connect SPC participants to services to prevent homelessness and ensure compliance with SPC program rules for continued participation in the program.

- **Please describe the metrics that will be used to evaluate outcomes, including planned measurement periods.**

MCHA uses the Clarity HMIS software system, as required by the State of Washington Department of Commerce, to track outcomes for the SPC program. Outcomes tracked include household stability, income increases/decreases, and length of participation in the program. This data is provided in the Annual Progress Report to the State of Washington Department of Commerce and HUD. Data is measured based on the SPC fiscal year, which is April 1, 2023-March 31, 2024 for the current funding requested.

Program Financing

Please provide the following financial information about your proposed program:

HOMELESS HOUSING FUND REQUEST FORM

- **The project budget, outlining the funding request and funding period. Please include attachments if needed.**

The fiscal year for the SPC program for the current funding request is April 1, 2023-March 31, 2024. The budget below is based on current funding levels, but it should be noted that we have received a steady increase in budget from HUD Continuum of Care funds annually over the past five years.

Proposed Budget FY 2020 (4/1/23-3/31/24)	Amount:
HUD Continuum of Care	\$62,174
Skamania County Match Funds	\$10,000
Klickitat County Match Funds	\$10,000
TOTAL:	\$82,174

- **Sustainability plan, including whether ongoing funding is required.**

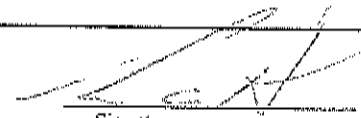
MCHA has successfully operated the SPC program since 2001 with an ever-increasing grant award from HUD. MCHA will continue to apply for federal funds to operate this program annually.

- **Alternative funding options that were pursued and reasons why those options are or are not applicable to this particular request.**

MCHA will also make our annual request for funds to Klickitat County for \$10,000 as match to the HUD's Continuum of Care grant award.

COMMISSIONER'S AGENDA ITEM COMMENTARY

SUBMITTED BY Alex Hays – Community Events
Department


Signature

AGENDA DATE 08/30/2022

SUBJECT: Mack Garage Doors- Contract Amendment #1

ACTION REQUESTED: Approve the Request

SUMMARY/BACKGROUND

The contract for Mack Garage Doors has been approved, but the timeline for the supplies has pushed the date for completion back. The only change to amendment is the Attachment A, where we have pushed the completion from November to December. The doors should arrive before Thanksgiving and the install will only take a week or so.

FISCAL IMPACT

\$28,669.74 for the work and reimbursed by the Department of Agriculture grant

RECOMMENDATION

Approve the amendment to the contract

LIST ATTACHMENTS

Contract
Attachment A
Facesheet

CONTRACT FORM Amendment #1

THIS AGREEMENT, made and entered into this 30th day of August 2022, between the **SKAMANIA COUNTY BOARD OF COMMISSIONERS**, under and by virtue of Section 34, Chapter 187 of the Laws of 1937 as revised, 1943, and

Tyler MacKinnon, Owner of MACK Garage Doors, hereinafter called the "Contractor", WITNESSETH:

The parties to this agreement, in consideration of the mutual covenants and stipulations set out herein, agree as follows:

1. **The Contractor** shall do all work and furnish all tools, material, and equipment for the completion of the following project:

Skamania County Fairground Barndoor Removal and Installation

The Contractor shall complete the above-described project in full compliance with the terms, conditions, and stipulations herein and in compliance with **Attachment A**

2. Performance under this contract shall be rendered to the satisfaction of Skamania County.
3. The parties agree that **TIME IS OF THE ESSENCE**.
4. The parties agree that the **Contractor** is an independent Contractor and not a servant, agent or employee of the County; and, except as otherwise provided, the Contractor is not subject to the supervision or control of the County and the County is not responsible for the Contractor's conduct.
5. Except as expressly provided herein, no liability shall attach to the County by reason of entering into this contract.
6. The **CONTRACTOR** shall indemnify and hold harmless the Contracting Agency, and its respective employees, agents, licensees, and representatives, from and against any and all claims, actions, judgments, costs, penalties, liabilities, damages, losses, and expenses, including but not limited to attorneys' fees, and all other costs of defense of whatever kind or nature arising out of injuries to or death of any and all persons (including subcontractors, agents, licensees, invitee or employees) or damage to or destruction of any property (including, without limitation, Owner's property, Contractor's property, or any subcontractor's property) in any manner caused by, resulting from, incident to, connected with or arising out of the Contractor's performance of its work, unless such injury, death or damage is caused by the negligence of the Contracting Agency. In any situation where the damage, loss, or injury is caused by the concurrent negligence of the Contractor or its agents and employees and the Contracting Agency or its agents or employees, then the Contractor expressly and specifically agrees to hold the Contracting Agency harmless to the extent of Contractor or its agents and employee's concurrent negligence. The **CONTRACTOR** specifically waives its immunity under Title 51 (Industrial Insurance Act), and acknowledges that this waiver of immunity was mutually and expressly negotiated by the parties, and expressly agrees that this promise to indemnify and hold harmless applies to all claims file by and/or injuries to Contractor's own employees.
7. Except as otherwise provided, any and all suits for any and every breach of this contract must be instituted and maintained in a court of competent jurisdiction in Skamania County, State of Washington. The parties

agree that the laws of the State of Washington govern with respect to interpretation and performance. In the event of a breach of this agreement, the prevailing party shall be entitled to recover all costs in connection with enforcing the terms of this agreement, which include but are not limited to the recovery of reasonable attorney's fees, whether or not a lawsuit is filed.

8. This instrument contains the entire agreement between the parties, and no statements, promises, or inducements made by either party, or agent of either party, that are not contained in this written contract shall be valid or binding.
9. In addition to its other remedies, the County may cancel or otherwise rescind this contract if the Contractor does not perform the work in accordance with this agreement and the laws, regulations and policies of Skamania County and the State of Washington.

IN WITNESS WHEREOF, the Contractor has executed this instrument, and the SKAMANIA COUNTY BOARD OF COMMISSIONERS have caused this instrument to be executed the day and year first above written.

Dated this ___ day of _____ 2022.

MACK GARAGE DOORS

Tyler MacKinnon

ATTEST:

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Richard Mahar, Chairman

T.W. Lannen, Commissioner

Debbie Slack, Clerk of the Board

Robert Hamlin, Commissioner

Approved as to form only:

Adam Kick,
Skamania County Prosecuting Attorney

Attachment A Amendment #1

The work to remove and install the barn garage doors as outlined below:

MACK Garage Doors will provide:

1. All the material, labor, and services outlined in the bid submitted to the county.
2. The estimated delivery of the garage doors is November 30th, 2022. Installation will be with one months' time.
3. The County will receive paperwork showing that this company is bonded before any work begins.
4. Final invoicing will be provided to the county before December 31st, 2022.
5. Schedule out all work to be done with Skamania County to ensure minimal impact on rented facilities.
6. Coordinate any work that will leave the barns unsecured overnight with the county, to ensure accommodations can be made to secure in other ways.

Skamania County will provide:

1. Reasonable scheduling accommodations to get the work completed
2. Reasonable availability for management and supporting offices to meet and discuss any issues or changes that need to be made.
3. Provide a dumpster for the discarded metal

Financial Agreements:

Skamania County agrees to cover the costs of the door in the ordering phase of the project. MACK Garage Doors can request a reimbursement for the doors and associated equipment being installed by providing Skamania County with an invoice, W9. All other monies owed for the work will be paid after the work has been completed and inspected.

RESOLUTION 2022-36

(Supplemental Budget #3 for 2022 budget for various funds)

WHEREAS, various funds and departments have unanticipated expenditures and revenues for 2022; and

WHEREAS, pursuant to RCW 36.40.100, 36.40.195 and Resolution 1999-31, the Board has the authority to transfer, revise or supplement its budget and to increase budgets with unanticipated funds; and

WHEREAS, pursuant to RCW 36.40.100, the Board has the authority to transfer funds; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby creates, transfers, revises or supplements the 2022 budget as described in "Attachment A";

BE IT FINALLY RESOLVED that the Clerk of the Board is hereby directed to give due notice of a public hearing upon this resolution for adoption on the 11th day of October 2022 at 5:30 o'clock p.m. or shortly thereafter.

PASSED IN REGULAR SESSION this 30th day of August 2022.

SKAMANIA COUNTY, WASHINGTON

Richard Mahar, Chairman

ATTEST:

T.W. Lannen, Commissioner

Debbie Slack, Clerk of the Board

Robert Hamlin, Commissioner

RESOLUTION NO. 2022-36 IS HEREBY APPROVED AND ADOPTED in regular session this 11th day of October 2022 upon public hearing having been held in accordance with the laws of the State of Washington.

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Richard Mahar, Chairman

T.W. Lannen, Commissioner

Robert Hamlin, Commissioner

ATTEST:

Debbie Slack, Clerk of the Board

APPROVED AS TO FORM ONLY:

Adam Kick, Prosecuting Attorney

For _____
Against _____
Abstain _____
Absent _____

NOTICE OF PUBLIC HEARING
Before the
Board of Skamania County Commissioners

PURPOSE: Skamania County Board of Commissioners hereby gives notice that a public hearing will be held to consider Resolution 2022-36 Supplemental Budget #3 for 2022 to supplement budgets for various funds due to unanticipated expenditures and revenues unknown at the time of approval of the 2022 Budget.

Oral and written comments will be considered at the public hearing by the Board of Commissioners. Written comments may be sent to Skamania County Board of Commissioners, Attn: Clerk of the Board, PO Box 790, Stevenson, WA 98648 or slack@co.skamania.wa.us Anyone interested may appear and be heard.

Copies of Supplemental Budget #3 are available to the public, after 1 p.m. on the Wednesday prior to the public hearing in the Commissioners' Office, Room 15, 240 NW Vancouver Avenue, Stevenson, WA.

DATE: October 11, 2022
TIME: 5:30 PM
PLACE: Skamania County Courthouse, Room No. 18 (lower level)
240 NW Vancouver Avenue
Stevenson, WA.

Commissioner Meetings are open to public attendance via ZOOM or in person. ZOOM numbers are as follows with audio only.

1 346 248 7799 US 1 312 626 6799 US
1 646 558 8656 US 1 669 900 9128 US

Meeting ID: 889 0632 1210

Join Zoom Meeting Audio only from your computer
<http://us02web.zoom.us/j/88906321210>

Skamania County Courthouse is accessible for persons with disabilities. Please let us now if you will need any special accommodations in order to attend the meeting. (509) 427-3700.

DATED this 30th day of August 2022.

Debbie Slack
Clerk of the Board

Publish: September 7th and September 14th, 2022

DATE: August 30, 2022

TO: The Skamania County Pioneer
PO Box 250
Stevenson, WA 98648

FROM: Skamania County Commissioners
Clerk of the Board
PO Box 790
Stevenson, WA 98648

Please publish the following documents on the dates indicated:

1. Document: Notice of public hearing to accept public comment and consider Resolution 2022-36
Supplemental Budget #3 to the 2022 Budget
Publish as: Legal Notice
Publish on: September 7th and September 14, 2022
Send Bill to : Commissioners



SKAMANIA COUNTY BOARD OF COMMISSIONERS

Skamania County Courthouse
240 NW Vancouver Ave | PO Box 790
Stevenson, WA 98648

(509) 427-3700

Richard Mahar
District 1

Tom Lannen
District 2

Bob Hamlin
District 3

Mr. Kyle Guzlas
Grant Services Section Manager
Washington State Recreation and Conservation Office (RCO)
PO Box 40917
Olympia WA 98504-0917

August 25, 2022

Dear Mr. Guzlas,

We are writing to express our support for Kiwanis Camp Wa-Ri-Ki's *Earth and Sky Nature School's* application for Washington's Outdoor Learning Grant. Camp Wa-Ri-Ki's mission *to provide an outdoor experience that offers optimal development of at-risk youth and our communities through recreational, educational and leadership opportunities* is a perfect fit for this grant support.

Camp Wa-Ri-Ki provides important outdoor space and learning for youth to discover the wonders of nature. Their programs inspire youth to explore their natural environment through curriculum provided through the Camp's partnership with NASA's GLOBE Goes to Camp activities. (GLOBE: Global Learning and Observation Benefiting the Environment).

Skamania County is excited to continue our relationship with Camp Wa-Ri-Ki as they offer exciting and challenging programs to Washington youth. We will continue to provide encouragement to support Camp Wa-Ri-Ki's *Earth and Sky Nature School*.

Camp Wa-Ri-Ki is a valued resource in our rural community. Their location in Skamania County in the heart of the Gifford Pinchot National Forest and Washington State Department of Natural Resources land along the Washougal River, presents extensive and wonderful learning opportunities.

Sincerely,

Handwritten signature of Richard Mahar in blue ink.

Richard Mahar
Commissioner

Handwritten signature of T.W. Lannen in blue ink.

T.W. Lannen
Commissioner

Handwritten signature of Robert Hamlin in blue ink.

Robert Hamlin
Commissioner



COMMISSIONER'S AGENDA ITEM

SUBMITTED BY	<i>Human Resources</i> Department	 Signature
AGENDA DATE	<i>August 30, 2022</i>	
SUBJECT	<i>Chief Clerk of the Board</i>	
ACTION REQUESTED	<i>Approve revised Job Description & set salary</i>	

SUMMARY/BACKGROUND

Due to the retirement of the Clerk of the Board of Commissioners/Financial Coordinator at the end of the year, the Board of Commissioners has revised job descriptions to a Chief Clerk of the Board for the office and want to begin the hiring process for sufficient training before incumbent retires.

FISCAL IMPACT

Decrease from Range 25 to Range 23 making the position equal to the other Chief Deputy position and removing the Financial Coordinator portion of the current position.

RECOMMENDATION

Approve revised Chief Clerk of the Board job description and set the salary range at 23.

LIST ATTACHMENTS

Chief Clerk of the Board Job Description

MOTION

The Skamania County Board of Commissioners hereby approves the revised Chief Clerk of the Board of Commissioners job description and sets the salary at Range 23.

**SKAMANIA COUNTY
BOARD OF COMMISSIONERS**

Chairman

Date:

Commissioner

ATTEST:

Commissioner

Clerk of the Board

Commissioner _____
Commissioner _____
Commissioner _____

**Provides SKAMANIA COUNTY
JOB DESCRIPTION**

**TITLE: ~~FINANCIAL MANAGEMENT COORDINATOR (FMC)~~
CHIEF CLERK OF THE BOARD OF COMMISSIONERS –
~~FLSA STATUS: Non-exempt~~
CLERK OF THE BOARD OF COMMISSIONERS (COB)
Approved: 7/14
COMMISSIONERS (COB)**

**Revised: 9/16, 2017, 8/22
Union: Non Union
Range: 2523**

FMC SUMMARY

~~Under direct supervision of the Financial Management Administrator, the Financial Management Coordinator provides budget and fiscal oversight, special project tasks and accounting duties to the Financial Management Division of the County Commissioners and in cooperation with other Departments and Elected Officials.~~

COB SUMMARY

~~Under the direction of the Board of Commissioners, the Clerk of the Board performs statutory duties of the Clerk of the Board and serves as custodian of Board of Commissioners, Board of Health and Skamania County EMS District #1 records as set forth in the RCW's. The work requires considerable contact with other county officials, department heads, county personnel, federal, state, and local agency personnel, and the public.~~

ESSENTIAL FUNCTIONS

~~Responsible for budget preparation and monitoring of the County financial management and budget programs under guidelines developed by the BOCC and Financial Management Administrator.~~

~~Performs complex accounting tasks, including records management of accounts, grant tracking, research and preparation of reports, verification of information, and budget preparation. The work requires considerable contact with other county officials, department heads, county personnel, federal, state, and local agency personnel, and the public. Performs diverse budget duties and completes special financial projects as assigned.~~

~~Maintains fiscal and budget program calendars, due dates, task assignments and records at the direction of the Administrator and/or BOCC. Maintains the historical and current financial records of the County.~~

~~In cooperation with the Board of County Commissioners and County Auditor distributes instructions for county-wide budgets, schedules the budget calendar and prepares the Commissioners budgets including all Non-departmental and Cumulative Reserve Funds. Assists other County departments with budget questions.~~

~~Prepares final budget document for the Board of County Commissioners, after receiving it from the County Auditor. Develops final budget spreadsheet to include revenue and expenditure.~~

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~~balancing; works with Financial Management Administrator and Board of County Commissioners to balance final budget and prepare budget provisos.~~

~~Researches and prepares revenue forecast documents indicating probable long and short range revenue conditions of the County.~~

~~Reviews and prepares budget modifications during fiscal year. Prepares supplemental budgets and line item adjustments as needed.~~

~~Assembles the annual Budget documents for distribution and posting.~~

~~Assists in analyzing the costs of new or changed programs and project costs with Department Heads and Elected Officials as needed.~~

Performs special limited-duration projects by researching data, laws, codes, regulations, good practices and policies for activities of the County. Drafts reports on projects as requested.

Creates special reports and briefs requested by the Board of County Commissioners ~~as assigned by the Administrator.~~

Responds to a broad variety of questions from departments, agencies and the public.

~~At the direction of the Financial Management Administrator, provides accounts payable services including auditing and data entry of various department and junior taxing district vouchers, voucher reports, journal entries, reduction of expenditures, bond for duplicates, and void warrants.~~

~~Audits invoices and prepares vouchers for multiple county funds and departments including Commissioners and reserve funds. Resolves invoice and voucher discrepancies with vendors, department heads, Auditor's office and Treasurer's office.~~

~~Receives, deposits, and records accounts receivable for the various funds. Posts vouchers and payments into departmental accounting system.~~

~~Maintains accurate records for Skumania County Debit Card Account. Deposits warrant into bank weekly that replenishes account. Monitors compliance to the Debit Card policy.~~

~~Maintains Commissioners' office calendar. Schedules individual meetings and appointments for Commissioners. Establishes travel plans for all Commissioners and staff attending meetings and conferences. Coordinates complex flight schedules, hotel reservations, car rentals and meeting/conference registrations.~~

~~Tracks and maintains Board appointments to various boards and commissions under the County Commissioners.~~

Responds to a broad variety of questions from departments, agencies and the public and when necessary, directs them to the appropriate offices or staff. Explains various Commissioners'

Office or countywide procedures to the public, departments and agencies and enforces procedures related to assigned job tasks.

COB ESSENTIAL FUNCTIONS

Plans, coordinates and schedules all public meetings and hearings of the Board of Commissioners, Board of Health and Skamania County EMS District #1. Attends all public meetings and hearings, including traveling to other locations and packing and setting up of recording equipment.

Records all meetings on current recording system. Composes written official record of proceedings for permanent record. Assures required procedures are complied with in accordance with the Open Public Meetings Act and RCW's.

Sets, publishes and distributes the weekly agenda. Provides general policy and procedural direction to other departments in writing, preparation and proper format of documents and for compliance with County policy and applicable state and local laws.

Coordinates and works with the County Prosecutor for approval of documents and reviews issues with elected officials, department heads and employees as necessary.

Prepares, publishes, posts and mails legal notices and other public notifications pertaining to public meetings and hearings of the Board of County Commissioners, Board of Health and Skamania County EMS District #1 in accordance with state and local laws and regulations.

Signs and stamps and distributes copies of approved ~~doce~~ documents to appropriate individuals, departments, and/or agencies.

Researches and implements a variety of special projects, such as Commissioner long-range planning activities, reviewing financial compliance on specific projects and researching requested information for claims and lawsuits.

Manages and maintains official permanent records and serves as manager and custodian of the record of all Board of Commissioners, Board of Health and Skamania County EMS District #1 ~~proceedings~~ proceedings. Responsible for records management of all documentary evidence, including but not limited to official memoranda, resolutions, ordinances, contracts, and agreements produced at public meetings and hearings.

Develops, implements, maintains and updates Clerk of the Board procedural manual.

Performs administrative duties including researching data, laws, codes, regulations and policies to provide information, alternatives, and/or recommendations to the Board of Commissioners, Board of Health and Skamania County EMS District #1.

Performs complex duties and special projects as assigned, including matters involving confidentiality.

Responds to the media, the public and other departments regarding Board of Commissioners, Board of Health and Skamania County EMS District #1 official actions. Instructs the public and other departments in the rules and procedures of public meetings and hearings.

Serves as liaison between the Board of County Commissioners/Board of Health/Skamania County EMS District #1, elected officials/department heads, staff of other departments and the general public to facilitate actions of the Board.

Serves as Public Records Officer for Board of Commissioners, Board of Health and Skamania County EMS District #1, as designated by Prosecutor. Processes public records requests in accordance with County policy and applicable state and local laws and regulations.

Prepares and maintains payroll, sick leave and annual leave records for Commissioners Office. Resolves discrepancies with Auditor's Office and employees.

Assists with competitive bidding processes, assuring that all legalities are followed, fields calls, for competitive bids, and maintains records of the entire process.

PERIPHERAL FUNCTIONS

As directed by the Board of County Commissioners, represents the County on selected committees and boards. Attends Commissioner meetings and hearings as directed.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

~~Knowledge of principles and practices of governmental accounting, including: the BARS coding system, bookkeeping and accounting skills, and cost analysis.~~

~~Knowledge and understanding of modern financial management practices and procedures in local government and Washington State budget laws.~~

Knowledge of the purpose and procedures related to the workflow of the department and functions of county government and the inter-relationships between departments and outside cooperating agencies.

Knowledge of the Board of County Commissioners, ~~and~~ Board of Health ~~and~~ Skamania County EMS District #1 role in county government.

Knowledge of the organization of County government and a general understanding of the functions of each county department.

Knowledge of records management; County resolutions, ordinances and policies; and BARS accounting.

Knowledge of the principles and practices of proper meeting etiquette.

Knowledge of modern secretarial, clerical and general office procedures including English composition, spelling, and grammar, multiline telephones, use of standard office equipment,

current software applications, such as word processing, creation of templates and spreadsheets and database management.

Knowledge of applicable federal, state and local rules, policies, procedures and regulations of the department and organization and management of programs.

Skill in effective organization and time management.

Skill in active listening so that all pertinent information is available for staff responses to inquiries from the public or other agencies.

Skill in analyzing, defining and resolving problems effectively.

Skill in accuracy in data entry.

Skill in records management.

Skill in communicating with the public in a courteous, friendly and effective manner.

~~Skill in short and long range revenue projections and budgeting.~~

~~Skill in developing reports and analysis using financial management software, spreadsheets, graphing programs, and publications software.~~

Ability to identify problems, conduct research and communicate results to general public and clients or refer individuals to appropriate department(s) or agencies.

Ability to discern where discretion and confidentiality are required.

Ability to analyze, assimilate and evaluate data obtained from reports.

Ability to use standard office equipment and equipment specific, including software applications specific to the work performed and become proficient in the use of current recording system installed on hearing room computer for recording public meetings and hearings, including moving and setting up recording equipment for off-site public meetings and hearings.

Ability to learn, understand and research data, RCW and WAC and federal, state and local laws, codes, regulations, policies, good practices, and project costs and interpret to a variety of individuals.

Ability to prepare reports with adequate information and appropriate presentation.

Ability to work independently and efficiently to perform routine and non-routine tasks.

Ability to understand and promote the mission of the department, participate in departmental training; effectively and efficiently carry out the policies and procedures and strive for personal excellence in the programs and duties of the department.

Ability to be self-motivated, quickly grasp new techniques, deal with rapid changes in events and work independently to accurately complete complex assignments in a high-pressure environment.

Ability to use independent judgment, makes decisions, and accepts responsibility for assigned tasks work to achieve the most effective performance of all job assignments with minimum amount of supervision.

Ability to work with the public in a professional and courteous manner.

Ability to prepare and maintain accurate, clear and concise files, reports and records; both electronic and paper for department programs, and to communicate clearly and concisely, orally and in writing.

Ability to establish and maintain an effective and professional working relationship with co-workers, elected officials, department heads, other county employees and other agencies.

Ability to maintain and discern when discretion and confidentiality are required or appropriate.

Ability to listen, understand and translate decisions and actions of meetings and hearings into one summary and to hear and capture a verbatim motion.

Ability to demonstrate advanced organizational skills and maintain a high standard for accuracy, completeness and efficiency.

Ability to provide professional, courteous, respectful, and efficient customer service and maintain effective communication with the general public, clients, staff members, employees, volunteers, and other departments and agencies under varying circumstances and to calmly handle routine or emergency situations sometimes with diverse and/or irate individuals.

Ability to independently develop new or improved routines, systems or methods to increase the effectiveness and efficiency of the Clerk of the Board and/or department operations.

Ability to effectively use note-taking techniques.

Ability to accept and contribute to changes, within the department, while maintaining a positive attitude and outstanding work ethic.

Ability to develop, adapt, and improve office systems; procedures; and work methods. Handles multiple interruptions and adjustments to priorities.

Ability to learn policies & procedures related to the functions carried out by the department.

EDUCATION AND DUTIES

~~Coursework or Associate degree in accounting or related field preferred.~~

~~Associates Degree in accounting or similar field and 4 Post high school classes in business, paralegal, or advanced secretarial and three years of work experience related to the position or~~

five years of progressively responsible experience with similar job responsibilities, preferably in county government or an equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions of the position.

WORKING CONDITIONS

Work is performed primarily in an office environment. Attendance at evening meetings is required. Stress associated with competing priorities is a job element, which must be successfully managed.

PHYSICAL REQUIREMENTS

The duties of the above position require sitting ~~for extended periods of time~~ and the use of a computer for extended periods of time. Frequent keyboard fingering and repetitive motions of hands and wrists. ~~The duties of the above position~~ requires walking, stooping, bending, reaching, pulling, twisting, and the ability to lift up to 25 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands, ability to see, hear voice conversation, and to speak.

The statement contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, national origin, sex, age, religion, physical mental disability, creed, marital status, pregnancy and maternity, sexual orientation, gender identity, veteran status, guide dog or service animal, and genetic information or any other protected status under federal or state statute.

**SKAMANIA COUNTY
JOB DESCRIPTION**

TITLE:

**CHIEF CLERK OF THE BOARD OF
COMMISSIONERS (COB)**

**FLSA STATUS: Non-exempt
Approved: 7/14
Revised: 9/16, 2017, 8/22
Union: Non Union
Range: 23**

SUMMARY

Under the direction of the Board of Commissioners, the Clerk of the Board performs statutory duties of the Clerk of the Board and serves as custodian of Board of Commissioners, Board of Health and Skamania County EMS District #1 records as set forth in the RCW's. The work requires considerable contact with other county officials, department heads, county personnel, federal, state, and local agency personnel, and the public.

ESSENTIAL FUNCTIONS

Performs special limited-duration projects by researching data, laws, codes, regulations, good practices and policies for activities of the County. Drafts reports on projects as requested.

Creates special reports and briefs requested by the Board of County Commissioners

Responds to a broad variety of questions from departments, agencies and the public.

Responds to a broad variety of questions from departments, agencies and the public and when necessary, directs them to the appropriate offices or staff. Explains various Commissioners' Office or countywide procedures to the public, departments and agencies and enforces procedures related to assigned job tasks.

Plans, coordinates and schedules all public meetings and hearings of the Board of Commissioners, Board of Health and Skamania County EMS District #1. Attends all public meetings and hearings, including traveling to other locations and packing and setting up of recording equipment.

Records all meetings on current recording system. Composes written official record of proceedings for permanent record. Assures required procedures are complied with in accordance with the Open Public Meetings Act and RCW's.

Sets, publishes and distributes the weekly agenda. Provides general policy and procedural direction to other departments in writing, preparing and proper formatting of documents and for compliance with County policy and applicable state and local laws.

Coordinates and works with the County Prosecutor for approval of documents and reviews issues with elected officials, department heads and employees as necessary.

Prepares, publishes, posts and mails legal notices and other public notifications pertaining to public meetings and hearings of the Board of County Commissioners, Board of Health and Skamania County EMS District #1 in accordance with state and local laws and regulations.

Signs and stamps and distributes copies of approved documents to appropriate individuals, departments, and/or agencies.

Researches and implements a variety of special projects, such as Commissioner long-range planning activities; reviewing financial compliance on specific projects and researching requested information for claims and lawsuits.

Manages and maintains official permanent records and serves as manager and custodian of the record of all Board of Commissioners, Board of Health and Skamania County EMS District #1 proceedings. Responsible for records management of all documentary evidence, including but not limited to official memoranda, resolutions, ordinances, contracts, and agreements produced at public meetings and hearings.

Develops, implements, maintains and updates Clerk of the Board procedural manual.

Performs administrative duties including researching data, laws, codes, regulations and policies to provide information, alternatives, and/or recommendations to the Board of Commissioners, Board of Health and Skamania County EMS District #1.

Performs complex duties and special projects as assigned, including matters involving confidentiality.

Responds to the media, the public and other departments regarding Board of Commissioners, Board of Health and Skamania County EMS District #1 official actions. Instructs the public and other departments in the rules and procedures of public meetings and hearings.

Serves as liaison between the Board of County Commissioners/Board of Health/Skamania County EMS District #1, elected officials/department heads, staff of other departments and the general public to facilitate actions of the Board.

Serves as Public Records Officer for Board of Commissioners, Board of Health and Skamania County EMS District #1, as designated by Prosecutor. Processes public records requests in accordance with County policy and applicable state and local laws and regulations.

Prepares and maintains payroll, sick leave and annual leave records for Commissioners Office. Resolves discrepancies with Auditor's Office and employees.

Assists with competitive bidding processes, assuring that all legalities are followed, fields calls, for competitive bids, and maintains records of the entire process.

PERIPHERAL FUNCTIONS

As directed by the Board of County Commissioners, represents the County on selected committees and boards. Attends Commissioner meetings and hearings as directed.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the purpose and procedures related to the workflow of the department and functions of county government and the inter-relationships between departments and outside cooperating agencies.

Knowledge of the Board of County Commissioners, Board of Health and Skamania County EMS District #1 role in county government.

Knowledge of the organization of County government and a general understanding of the functions of each county department.

Knowledge of records management; County resolutions, ordinances and policies; and BARS accounting.

Knowledge of the principles and practices of proper meeting etiquette.

Knowledge of modern secretarial, clerical and general office procedures including English composition, spelling, and grammar, multiline telephones, use of standard office equipment, current software applications, such as word processing, creation of templates and spreadsheets and database management.

Knowledge of applicable federal, state and local rules, policies, procedures and regulations of the department and organization and management of programs.

Skill in effective organization and time management.

Skill in active listening so that all pertinent information is available for staff responses to inquiries from the public or other agencies.

Skill in analyzing, defining and resolving problems effectively.

Skill in accuracy in data entry.

Skill in records management.

Skill in communicating with the public in a courteous, friendly and effective manner.

Ability to identify problems, conduct research and communicate results to general public and clients or refer individuals to appropriate department(s) or agencies.

Ability to discern where discretion and confidentiality are required.

Ability to analyze, assimilate and evaluate data obtained from reports.

Ability to use standard office equipment and equipment specific, including software applications specific to the work performed and become proficient in the use of current recording system installed on hearing room computer for recording public meetings and hearings, including moving and setting up recording equipment for off-site public meetings and hearings.

Ability to learn, understand and research data, RCW and WAC and federal, state and local laws, codes, regulations, policies, good practices, and project costs and interpret to a variety of individuals.

Ability to prepare reports with adequate information and appropriate presentation.

Ability to work independently and efficiently to perform routine and non-routine tasks.

Ability to understand and promote the mission of the department, participate in departmental training; effectively and efficiently carry out the policies and procedures and strive for personal excellence in the programs and duties of the department.

Ability to be self-motivated, quickly grasp new techniques, deal with rapid changes in events and work independently to accurately complete complex assignments in a high-pressure environment.

Ability to use independent judgment, makes decisions, and accepts responsibility for assigned tasks work to achieve the most effective performance of all job assignments with minimum amount of supervision.

Ability to work with the public in a professional and courteous manner.

Ability to prepare and maintain accurate, clear and concise files, reports and records; both electronic and paper for department programs, and to communicate clearly and concisely, orally and in writing.

Ability to establish and maintain an effective and professional working relationship with co-workers, elected officials, department heads, other county employees and other agencies.

Ability to maintain and discern when discretion and confidentiality are required or appropriate.

Ability to listen, understand and translate decisions and actions of meetings and hearings into one summary and to hear and capture a verbatim motion.

Ability to demonstrate advanced organizational skills and maintain a high standard for accuracy, completeness and efficiency.

Ability to provide professional, courteous, respectful, and efficient customer service and maintain effective communication with the general public, clients, staff members, employees, volunteers, and other departments and agencies under varying circumstances and to calmly handle routine or emergency situations sometimes with diverse and/or irate individuals.

Ability to independently develop new or improved routines, systems or methods to increase the effectiveness and efficiency of the Clerk of the Board and/or department operations.

Ability to effectively use note-taking techniques.

Ability to accept and contribute to changes, within the department, while maintaining a positive attitude and outstanding work ethic.

Ability to develop, adapt, and improve office systems; procedures; and work methods. Handles multiple interruptions and adjustments to priorities.

Ability to learn policies & procedures related to the functions carried out by the department.

EDUCATION AND DUTIES

Post high school classes in business, paralegal, or advanced secretarial and five years of progressively responsible experience with similar job responsibilities, preferably in county government or an equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions of the position.

WORKING CONDITIONS

Work is performed primarily in an office environment. Attendance at evening meetings is required. Stress associated with competing priorities is a job element, which must be successfully managed.

PHYSICAL REQUIREMENTS

The duties of the above position require sitting and the use of a computer for extended periods of time. Frequent keyboard fingering and repetitive motions of hands and wrists. Requires walking, stooping, bending, reaching, pulling, twisting, and the ability to lift up to 25 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands, ability to see, hear voice conversation, and to speak.

The statement contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, national origin, sex, age, religion, physical mental disability, creed, marital status, pregnancy and maternity, sexual orientation, gender identity, veteran status, guide dog or service animal, and genetic information or any other protected status under federal or state statute.

COMMISSIONER'S AGENDA ITEM

SUBMITTED BY	<i>Human Resources</i> Department	<u><i>Debi Van Camp</i></u> Signature
AGENDA DATE	<i>August 30, 2022</i>	
SUBJECT	<i>Administrative Office Assistant Job Description</i>	
ACTION REQUESTED	<i>Approve revised Administrative Office Assistant Job Description and set salary</i>	

SUMMARY/BACKGROUND

Due to the retirement of the Clerk of the Board of Commissioners/Financial Coordinator at the end of the year, the Board of Commissioners has revised job descriptions within the office. The Office Assistant V Job Description has been revised to an Administrative Office Assistant to assist with the duties of the Chief Clerk of the Board of Commissioners and the financial coordinator duties.

FISCAL IMPACT

Increase from ½ time Office Assistant Range 16 to a full time Administrative Office Assistant at Range 17.

RECOMMENDATION

Approve revised Administrative Office Assistant Job Description and set the salary range at 17.

LIST ATTACHMENTS

Administrative Office Assistant Job Description

MOTION

The Skamania County Board of Commissioners hereby approves the revised Administrative Office Assistant Job Description and sets the Salary Range at 17.

**SKAMANIA COUNTY
BOARD OF COMMISSIONERS**

Chairman

Date:

Commissioner

ATTEST:

Commissioner

Clerk of the Board

Commissioner ____
Commissioner ____
Commissioner ____

**SKAMANIA COUNTY
JOB DESCRIPTION**

TITLE: ADMINISTRATIVE OFFICE ASSISTANT ~~V~~ **FLSA**
STATUS: Non-Exempt
COMMISSIONERS'S OFFICE

Approved: 7/28/2015

Revised: 8/22

Range: 4617

SUMMARY

Under the supervision of Board of County Commissioners ~~and the Financial Management Office (FMO and FMC)~~, this position works in coordination with the Financial Management Administrator and the Clerk of the Board and is responsible for a variety of complex and technical administrative, financial, and clerical duties related to the efficient operation of the department often in a confidential nature. An understanding of the departmental functions and procedures is required as well as individual initiative in carrying out assignments with minimal procedural instruction and supervision. The work requires a considerable amount of contact with county personnel, the general public and other program entities.

ESSENTIAL FUNCTIONS

Provides information and assistance to the general public, clients and other agency personnel requiring thorough working knowledge and understanding of the laws, regulations, policies and procedures specific to departmental functions. Must be able to work with minimal direction and supervision.

Performs a full range of advanced secretarial and clerical tasks to relieve other staff and the Elected Official/Department Head of routine and non-routine work including reception duties; drafting, preparation and distribution of correspondence; meeting planning and developing and maintaining filing systems; creating special forms; ordering and tracking supplies; ~~general billing; and, bookkeeping~~. Handles and processes all incoming calls and answers routine questions within the context of established policies and procedures.

Maintains administrative functions, coordinates schedules, appointments, records, workflow and necessary paperwork.

Collects, compiles and summarizes program data. Processes and maintains accurate records for annual reports and reviews. Processes applications and permits for department programs. May be responsible for the collection and accounting of cash.

Communicates in a professional and courteous manner, with clients and general public -- by phone or in person -- regarding schedules, appointments, and charges, provides information on department services and refers to other programs as appropriate.

Opens and distributes routine mail, including shipments for the department, logging in as necessary and following all shipping/receiving/storage instructions as necessary.

Performs records management duties such as researching and reviewing documents, processing, filing, archiving and recording.

Performs a significant amount of data entry and tracking from various sources requiring accuracy, consistency, good judgment and attention to detail. Updates and maintains computer files including data bases, spreadsheets, image files and other programs with current data.

Uses computer software and other specialized office equipment to prepare and complete routine forms, reports, correspondence, requisitions, tabulations and other materials, proofreads documents for typing and format errors.

Maintains current knowledge of policies and procedures as they relate to safe work practices. Follows all safety procedures and reports unsafe conditions. Uses appropriate body mechanics to ensure an injury free environment

Contributes to the success of the organization by participating in quality improvement activities. Is a positive member of a team and cooperates in accomplishing department goals and objectives.

SPECIFIC DUTIES TO COMMISSIONER'S OFFICE

Backup to the Clerk of the Board, attendance of Board of Commissioners Meetings, taking notes and preparing minutes for review by the Clerk of the Board. Schedule items for Agenda and prepare agenda packets.

~~Assists in scheduling meetings, making travel arrangements, preparing meeting documents and completes monthly claim for expense forms for the Commissioners.~~

~~Maintains Commissioners' office calendar Schedules individual meetings and appointments for Commissioners. Establishes travel plans for all Commissioners and staff attending meetings and conferences. Coordinates complex flight schedules, hotel reservations, car rentals and meeting/conference registrations and completes monthly claim for expense forms for the Commissioners and obtains necessary signatures.~~

~~Tracks and maintains Board appointments to various boards and commissioners under the County Commissioners.~~

~~Serves as Deputy Clerk to the Board of Commissioners. Cross-trained to fill in for Clerk of the Board in their absence.~~

Processes transactions such as transmittals and vouchers, when needed.

SPECIFIC DUTIES TO FINANCIAL MANAGEMENT

~~Responsible for assisting in budget preparation and monitoring of the County financial management and budget programs under guidelines developed by the BOCC and Financial Management Administrator.~~

Performs complex accounting tasks, including records management of accounts, grant tracking, research and preparation of reports, and verification of information. Provides diverse budget duties and completes special financial projects as assigned.

Assists Financial Management Administrator with fiscal and budget program calendars, due dates, task assignments and records as directed.

Assists Financial Management Administrator with preparation and distribution of final budget.

Assists Financial Management Administrator in researching and preparing forecast documents indicating probable long and short range revenue conditions of the County.

Assists Financial management Administrator with reviewing and preparing budget modifications during fiscal year including preparation of supplemental budget and line item adjustments as needed.

Assists Financial Management Administrator in accounts payable services including auditing and data entry of various department and junior taxing district vouchers, voucher reports, journal entries, reduction of expenditures, bond for duplicates and void warrants.

Assists Financial Management Administrator with maintaining accurate records of Skamania County Debit Card Account including deposits of warrants into bank weekly that replenishes account, and assists in monitoring compliance to the Debit Card policy.

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PERIPHERAL FUNCTIONS

Assists in the monthly billing and reconciliation of departmental programs.

Cross-trained to perform or assist in performing any and all of the duties and responsibilities of other divisions within the department and/or other county departments.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern secretarial, clerical and general office procedures including English composition, spelling, and grammar, multiline telephones, use of standard office equipment, current software applications, such as word processing, creation of templates and spreadsheets and database management.

Knowledge of principles and practices of governmental accounting, bookkeeping and records management/retention procedures, including the BARS coding system and cost analysis.

Knowledge and competency in the use of terms used in various department programs.

Knowledge of the functions of county government and the inter-relationships between departments and outside cooperating agencies.

Knowledge of applicable federal, state and local rules, policies, procedures and regulations of the department and organization and management of programs.

Skill in effective organization and time management.

Skill in active listening so that all pertinent information is available for staff responses to inquiries from the public or other agencies.

Skill in analyzing, defining and resolving problems effectively.

Skill and accuracy in data entry.

Skill in short and long range revenue projections and budgeting.

Skill in developing reports and analysis using financial management software, spreadsheets, graphing programs, and publications software.

Skill in records management and fee collection activities.

Skill in communicating with the public in a courteous, friendly and effective manner.

Ability to identify problems, conduct research and communicate results to general public and clients or refer individuals to appropriate department(s).

Ability to discern where discretion and confidentiality are required.

Ability to use independent judgment, make decisions, and accept responsibility for assigned work to achieve the most effective performance of all job assignments with minimum amount of supervision.

Ability to understand and promote the mission of the department; participate in departmental training; effectively and efficiently carry out the policies and procedures and strive for personal excellence in the programs and duties of the department.

Ability to provide professional, courteous, respectful, and efficient customer service and maintain effective communication with the general public, clients, staff members, volunteers, and other departments and agencies under varying circumstances; and, to calmly handle routine or emergency situations sometimes with diverse and/or irate individuals.

Ability to prepare and maintain accurate, clear and concise files, reports and records; both electronic and paper for department programs, and to communicate clearly and concisely, orally and in writing.

Ability to accept and contribute to changes, within the department, while maintaining a positive attitude and outstanding work ethic.

Ability to develop, adapt, and improve office systems; procedures; and work methods. Handle multiple interruptions and adjustments to priorities.

Ability to learn policies & procedures related to the functions carried out by the department.

EDUCATION AND EXPERIENCE

Applicants for this position are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned. Normally this would require a business school or Associates degree and three years of related experience performing duties at a similar level, preferably in the public sector or an equivalent combination of education and experience.

Must be able to obtain any required licenses or certificates essential to the position.

WORKING CONDITIONS

Work is performed approximately 100% in an office environment. Sitting for extending periods of time may be required with extensive Computer usage.

PHYSICAL REQUIREMENTS

The duties of the above position require sitting, walking, stooping, bending, reaching, twisting, and the ability to lift up to 25 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, national origin, sex, national origin, age, religion, physical/mental disability, marital status, creed, marital status, pregnancy and maternity, political beliefs, sexual orientation, gender identity, veteran's status, guide dog or service animal, and genetic information or any other protected status under federal or state statute.

SKAMANIA COUNTY

JOB DESCRIPTION

**TITLE: ADMINISTRATIVE OFFICE ASSISTANT
COMMISSIONERS's OFFICE**

**FLSA STATUS: Non-Exempt
Approved: 7/28/2015
Revised: 8/22
Range: 17**

SUMMARY

Under the supervision of Board of County Commissioners this position works in coordination with the Financial Management Administrator and the Clerk of the Board and is responsible for a variety of complex and technical administrative, financial, and clerical duties related to the efficient operation of the department often in a confidential nature. An understanding of the departmental functions and procedures is required as well as individual initiative in carrying out assignments with minimal procedural instruction and supervision. The work requires a considerable amount of contact with county personnel, the general public and other program entities.

ESSENTIAL FUNCTIONS

Provides information and assistance to the general public, clients and other agency personnel requiring thorough working knowledge and understanding of the laws, regulations, policies and procedures specific to departmental functions. Must be able to work with minimal direction and supervision.

Performs a full range of advanced secretarial and clerical tasks to relieve other staff and the Elected Official/Department Head of routine and non-routine work including reception duties; drafting, preparation and distribution of correspondence; meeting planning and developing and maintaining filing systems; creating special forms; ordering and tracking supplies;. Handles and processes all incoming calls and answers routine questions within the context of established policies and procedures.

Maintains administrative functions, coordinates schedules, appointments, records, workflow and necessary paperwork.

Collects, compiles and summarizes program data. Processes and maintains accurate records for annual reports and reviews. Processes applications and permits for department programs. May be responsible for the collection and accounting of cash.

Communicates in a professional and courteous manner, with clients and general public -- by phone or in person -- regarding schedules, appointments, and charges, provides information on department services and refers to other programs as appropriate.

Opens and distributes routine mail, including shipments for the department, logging in as necessary and following all shipping/receiving/storage instructions as necessary.

Performs records management duties such as researching and reviewing documents, processing, filing, archiving and recording.

Performs a significant amount of data entry and tracking from various sources requiring accuracy, consistency, good judgment and attention to detail. Updates and maintains computer files including data bases, spreadsheets, image files and other programs with current data.

Uses computer software and other specialized office equipment to prepare and complete routine forms, reports, correspondence, requisitions, tabulations and other materials, proofreads documents for typing and format errors.

Maintains current knowledge of policies and procedures as they relate to safe work practices. Follows all safety procedures and reports unsafe conditions. Uses appropriate body mechanics to ensure an injury free environment

Contributes to the success of the organization by participating in quality improvement activities. Is a positive member of a team and cooperates in accomplishing department goals and objectives.

SPECIFIC DUTIES TO COMMISSIONER'S OFFICE

Backup to the Clerk of the Board, attendance of Board of Commissioners Meetings, taking notes and preparing minutes for review by the Clerk of the Board. Schedule items for Agenda and prepare agenda packets.

Maintains Commissioners' office calendar Schedules individual meetings and appointments for Commissioners. Establishes travel plans for all Commissioners and staff attending meetings and conferences. Coordinates complex flight schedules, hotel reservations, car rentals and meeting/conference registrations and completes monthly claim for expense forms for the Commissioners and obtains necessary signatures.

Tracks and maintains Board appointments to various boards and commissioners under the County Commissioners.

Serves as Deputy Clerk to the Board of Commissioners. Cross-trained to fill in for Clerk of the Board in their absence.

Processes transactions such as transmittals and vouchers, when needed.

SPECIFIC DUTIES TO FINANCIAL MANAGEMENT

Responsible for assisting in budget preparation and monitoring of the County financial management and budget programs under guidelines developed by the BOCC and Financial Management Administrator.

Performs complex accounting tasks, including records management of accounts, grant tracking, research and preparation of reports, and verification of information. Provides diverse budget duties and completes special financial projects as assigned.

Assists Financial Management Administrator with fiscal and budget program calendars, due dates, task assignments and records as directed.

Assists Financial Management Administrator with preparation and distribution of final budget.

Assists Financial Management Administrator in researching and preparing forecast documents indicating probable long- and short-range revenue conditions of the County.

Assists Financial management Administrator with reviewing and preparing budget modifications during fiscal year including preparation of supplemental budget and line-item adjustments as needed.

Assists Financial Management Administrator in accounts payable services including auditing and data entry of various department and junior taxing district vouchers, voucher reports, journal entries, reduction of expenditures, bond for duplicates and void warrants.

Assists Financial Management Administrator with maintaining accurate records of Skamania County Debit Card Account including deposits of warrants into bank weekly that replenishes account. and assists in monitoring compliance to the Debit Card policy.

PERIPHERAL FUNCTIONS

Assists in the monthly billing and reconciliation of departmental programs.

Cross-trained to perform or assist in performing any and all of the duties and responsibilities of other divisions within the department and/or other county departments.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern secretarial, clerical and general office procedures including English composition, spelling, and grammar, multiline telephones, use of standard office equipment, current software applications, such as word processing, creation of templates and spreadsheets and database management.

Knowledge of principles and practices of governmental accounting, bookkeeping and records management/retention procedures, including the BARS coding system and cost analysis.

Knowledge and competency in the use of terms used in various department programs.

Knowledge of the functions of county government and the inter-relationships between departments and outside cooperating agencies.

Knowledge of applicable federal, state and local rules, policies, procedures and regulations of the department and organization and management of programs.

Skill in effective organization and time management.

Skill in active listening so that all pertinent information is available for staff responses to inquiries from the public or other agencies.

Skill in analyzing, defining and resolving problems effectively.

Skill and accuracy in data entry.

Skill in short- and long-range revenue projections and budgeting.

Skill in developing reports and analysis using financial management software, spreadsheets, graphing programs, and publications software.

Skill in records management and fee collection activities.

Skill in communicating with the public in a courteous, friendly and effective manner.

Ability to identify problems, conduct research and communicate results to general public and clients or refer individuals to appropriate department(s).

Ability to discern where discretion and confidentiality are required.

Ability to use independent judgment, make decisions, and accept responsibility for assigned work to achieve the most effective performance of all job assignments with minimum amount of supervision.

Ability to understand and promote the mission of the department; participate in departmental training; effectively and efficiently carry out the policies and procedures and strive for personal excellence in the programs and duties of the department.

Ability to provide professional, courteous, respectful, and efficient customer service and maintain effective communication with the general public, clients, staff members, volunteers, and other departments and agencies under varying circumstances; and, to calmly handle routine or emergency situations sometimes with diverse and/or irate individuals.

Ability to prepare and maintain accurate, clear, and concise files, reports and records; both electronic and paper for department programs, and to communicate clearly and concisely, orally and in writing.

Ability to accept and contribute to changes, within the department, while maintaining a positive attitude and outstanding work ethic.

Ability to develop, adapt, and improve office systems; procedures; and work methods. Handle multiple interruptions and adjustments to priorities.

Ability to learn policies & procedures related to the functions carried out by the department.

EDUCATION AND EXPERIENCE

Applicants for this position are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned. Normally this would require a business school or Associates degree and three years of related experience performing duties at a similar level, preferably in the public sector or an equivalent combination of education and experience.

Must be able to obtain any required licenses or certificates essential to the position.

WORKING CONDITIONS

Work is performed approximately 100% in an office environment. Sitting for extending periods of time may be required with extensive Computer usage.

PHYSICAL REQUIREMENTS

The duties of the above position require sitting, walking, stooping, bending, reaching, twisting, and the ability to lift up to 25 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, national origin, sex, age, religion, physical/mental disability, creed, marital status, pregnancy and maternity, sexual orientation, gender identity, veteran's status, guide dog or service animal, and genetic information or any other protected status under federal or state statute.

COMMISSIONER'S AGENDA ITEM

SUBMITTED BY	<i>Human Resources</i> Department	 Signature
AGENDA DATE	<i>August 30, 2022</i>	
SUBJECT	<i>Financial Management Administrator</i>	
ACTION REQUESTED	<i>Approve revised Job Description</i>	

SUMMARY/BACKGROUND

Due to the retirement of the Clerk of the Board of Commissioners/Financial Coordinator at the end of the year, the Board of Commissioners has revised job descriptions within the office the current Financial Management Administrator job description is removing Deputy Clerk of the Board duties and adding duties from the previous Financial Coordinator Job Description.

FISCAL IMPACT

None.

RECOMMENDATION

Approve revised Financial Management Administrator Job Description.

LIST ATTACHMENTS

Financial Management Administrator Job Description

MOTION

The Skamania County Board of Commissioners hereby approves the revised Financial Management Administrator Job Description.

**SKAMANIA COUNTY
BOARD OF COMMISSIONERS**

Chairman

Date:

Commissioner

ATTEST:

Commissioner

Clerk of the Board

Commissioner ____
Commissioner ____
Commissioner ____

SKAMANIA COUNTY

JOB DESCRIPTION

TITLE: FINANCIAL MANAGEMENT ADMINISTRATOR
~~DEPUTY CLERK OF THE BOARD~~
COMMISSIONERS

FLSA STATUS: Exempt
Approved: 1/13/14
Revised: 9/16, 8/22
-Range: 29

SUMMARY

Under general direction of the Board of County Commissioners, The Financial Management Administrator is responsible for administrative and management level tasks and programs, including budget, grant, financial management and fiscal oversight for the Board of County Commissioners and in cooperation with other departments and elected officials.

~~Under the direction of the Clerk of the Board, performs statutory duties as Deputy Clerk of the Board for the Board of Commissioners, Board of Health and Skamania County EMS District #1 records as set forth in the RCW's.~~

ESSENTIAL FUNCTIONS

Develops, monitors, audits, administers and analyzes County annual budget for the Board of County Commissioners. Prepares supplemental budgets as needed. Advises and instructs Elected Officials, Department Heads and other management in the preparation and presentation of budget documents, questions and data entry into EDEN. Coordinates the design of changes in budget formats and processes.

~~Provides supervision of financial staff, including hiring, firing, scheduling, performing staff evaluations, planning and initiating strategies for performance, authorizing vacation, sick leave, and overtime, signing and approving time sheets, staff training, administering disciplinary measures, and resolving complaints.~~

Maintains fiscal and budget program calendars, due dates, task assignments and records at the direction of the Board of Commissioners. Maintains the historical and current financial records of the County.

In cooperation with the Board of Commissioners and County Auditor calls for county-wide budgets and schedules budget calendar and prepares the Commissioners budget including all non-departmental lines and Cumulative Reserves Funds.

Prepares final budget document for the Board of County Commissioners, after receiving it from the County Auditor. Develops final budget spreadsheet to include revenue and expenditure balancing; works with Financial Management Coordinator and Board of County Commissioner to balance final budget and prepare budget provisos.

Assembles the annual Budget documents for distribution and posting.

Researches and prepares financial forecast documents indicating probable long and short-range fiscal conditions of the County.

Creates special reports and briefs requested by the Board of County Commissioners as assigned.

Monitors budgets status in consultation with the Auditor and the Treasurer. Reviews and prepares monthly budget reports for the Board of Commissioners.

Gathers information from all departments to help prepare the annual grant reporting required by Federal or State agencies.

Assists the County Auditor and outside CPA in preparation of required annual financial statements for Skamania County. Accommodates and prepares for annual and special audits conducted by the State Auditor's Office. Uploads the annual report schedules and notes to the SAO website by the required due date on an annual basis. In cooperation with the County Auditor acts as a liaison between Skamania County and the Washington State Auditor's Office.

Prepares the required annual financial statements for Skamania County EMS District #1 and uploads the annual report schedules and notes to the SAO website by the required due date on an annual basis.

Audits invoices and prepares vouchers for Commissioner's Office funds . Resolves invoice and voucher discrepancies with vendors, department heads, Auditor's office and Treasurer's office for the Commissioner's Office funds.

Maintains accurate records of Skamania County Debi Card Account including deposits of warrants into bank weekly that replenishes account and monitors compliance to the Debit Card Policy.

Provides accounts payable services including auditing and data entry of vouchers for Board of Commissioner funds.

On behalf of the County Auditor processes journal entries, ~~reduction of expenditures~~ bond for duplicate warrants and supplemental budgets in EDEN for Skamania County and Junior Taxing Districts.

Assists other County departments in preparing journal entries and reduction of expenditures.

~~In cooperation with the County Auditor, prepares the yearly indirect cost invoices for county offices based on prior year expenditures.~~

Handles extremely confidential and sensitive issues and/or situations in a professional and legally sound manner.

Responds to a broad variety of questions from departments, agencies and the public and when necessary, directs them to the appropriate offices or staff. Explains various Commissioners' Office or countywide procedures to the public, departments and agencies and enforces procedures related to assigned job tasks.

~~In absence of the Clerk of the Board provides the following duties:~~

~~In cooperation with the Clerk of the Board, plans, coordinates and schedules all public meetings and hearings of the Board of Commissioner, Board of Health, Skamania County EMS District #1. Attends all public meetings and hearings, including traveling to other locations and packing and setting up of recording equipment. Records all meetings on current recording system. Composes written official record of proceedings for permanent record. Assures required procedures are complied within accordance with the Open Public Meetings Act and RCW's.~~

~~Sets, publishes and distributes the weekly agenda. Provides general policy and procedural direction to other departments in writing, preparation and proper format of documents and for compliance with County policy and applicable state and local laws.~~

~~Coordinates and works with the County Prosecutor for approval of documents and reviews issues with elected officials, department heads and employees as necessary.~~

~~Prepares, publishes, posts and mails legal notices and other public notifications pertaining to public meetings and hearings of the Board of County Commissioners, Board of Health and Skamania County EMS District #1 in accordance with state and local laws and regulations.~~

~~Signs and stamps and distributes copies of approved documents to appropriate individuals, department, and/or agencies.~~

~~Implements, manages, operates and maintains a system for complying with mandated requirements for imaging, indexing, filing, retrieval and archiving of official documents.~~

PERIPHERAL FUNCTIONS

As directed by the Board of County Commissioners, represents the County on selected committees and boards. Attends Commissioner meetings, hearings, and other meetings as directed.

May in the absence of the Clerk of the Board and the Administrative Office Assistant provide clerk of the Board duties.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of applicable federal, state, and local laws, policies, procedures and/or regulations regarding the operation of County government in regards to finance, budget and records management.

Comprehensive knowledge of financial practices and procedures in local government and Washington State budget laws.

Comprehensive knowledge of the Budgeting, Accounting and Reporting System (BARS)

Knowledge of modern supervisory and management practices and procedures

Knowledge of grant requirements and fiscal/policy constraints regarding grants.

Knowledge, understanding, and experience to implement modern management practices and procedures.

Knowledge of the functions of county government and the inter-relationships between departments and outside cooperating agencies.

Skill in effective organization and time management.

Skill in active listening so that all pertinent information is available for staff responses to inquiries from the public or other agencies.

Skill in analyzing, defining and resolving problems effectively.

Skill and accuracy in data entry.

Skill in records management and fee collection.

Skill in short and long-range financial planning and budgeting.

Skill in administration, management, leadership and public relations to effectively represent the Board of County Commissioners.

Skill in developing reports and analysis using financial management software, spreadsheets, graphing programs, and publications software.

Skill in communicating with the public in a courteous, respectful, friendly and effective manner.

Ability to identify problems, conduct research and communicate results to general public, departments, co-workers, clients or refer individuals to appropriate department(s) or agencies.

Ability to discern where discretion and confidentiality are required.

Ability to analyze, assimilate and evaluate data obtained from reports.

Ability to use of standard office equipment including software application specific to the work performed.

Ability to supervise, train, assign task, and evaluate the work of employees.

Ability to use independent judgment, make decisions, and accept responsibility for assigned work to achieve the most effective performance of all job assignments with minimum amount of supervision.

Ability to prepare, maintain and communicate accurate, clear and concise, files reports and records; both electronic and paper for department programs, and to communicate clearly and concisely, orally and in writing.

Ability to provide professional, courteous, respectful, and efficient customer service and maintain effective and professional communication and working relationship with the general public, clients, staff members, volunteers, other departments, employees and other agencies under varying circumstances; and, to calmly handle routine or emergency situations sometimes with diverse and/or irate individuals.

Ability to accept and contribute to changes, within the department, while maintaining a positive attitude and outstanding work ethic.

Ability to develop, adapt and improve office systems; procedures; and work methods. Handle multiple interruptions and adjustments to priorities.

Ability to learn policies & procedures related to the functions carried out by the department..

EDUCATION AND EXPERIENCE

Bachelor's Degree in Accounting, or related field required and five year's experience in government administration, financial management, or related area including at least one (1) year of supervisory management or an equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions of the position.

WORKING CONDITIONS

Work is performed approximately 90% in an office environment and approximately 10% representing the Board of County Commissioners on various committees and/or attending meetings. Stress associated with competing priorities and strict timelines is a job element which must be successfully managed.

PHYSICAL REQUIREMENTS

The duties of the above position require sitting for extended periods of time and the use of a computer for extended periods of time. Walking, stooping, bending, reaching, pulling, twisting, and the ability to lift up to 25 pounds are required. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the

level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, national origin, sex, age, religion, physical/mental disability, creed, marital status, pregnancy and maternity, sexual orientation, gender identity, veteran status guide dog or service animal and genetic information or any other protected status under federal or state statute.

SKAMANIA COUNTY

JOB DESCRIPTION

TITLE: FINANCIAL MANAGEMENT ADMINISTRATOR
COMMISSIONERS

FLSA STATUS: Exempt
Approved: 1/13/14
Revised: 9/16, 8/22
Range: 29

SUMMARY

Under general direction of the Board of County Commissioners, The Financial Management Administrator is responsible for administrative and management level tasks and programs, including budget, grant, financial management and fiscal oversight for the Board of County Commissioners and in cooperation with other departments and elected officials.

ESSENTIAL FUNCTIONS

Develops, monitors, audits, administers and analyzes County annual budget for the Board of County Commissioners. Prepares supplemental budgets as needed. Advises and instructs Elected Officials, Department Heads and other management in the preparation and presentation of budget documents, questions and data entry into EDEN. Coordinates the design of changes in budget formats and processes.

Maintains fiscal and budget program calendars, due dates, task assignments and records at the direction of the Board of Commissioners. Maintains the historical and current financial records of the County.

In cooperation with the Board of Commissioners and County Auditor calls for county-wide budgets and schedules budget calendar and prepares the Commissioners budget including all non-departmental lines and Cumulative Reserves Funds.

Prepares final budget document for the Board of County Commissioners, after receiving it from the County Auditor. Develops final budget spreadsheet to include revenue and expenditure balancing; works with Financial Management Coordinator and Board of County Commissioner to balance final budget and prepare budget provisos.

Assembles the annual Budget documents for distribution and posting.

Researches and prepares financial forecast documents indicating probable long and short-range fiscal conditions of the County.

Creates special reports and briefs requested by the Board of County Commissioners as assigned.

Monitors budgets status in consultation with the Auditor and the Treasurer. Reviews and prepares monthly budget reports for the Board of Commissioners.

Gathers information from all departments to help prepare the annual grant reporting required by Federal or State agencies.

Assists the County Auditor and outside CPA in preparation of required annual financial statements for Skamania County. Accommodates and prepares for annual and special audits conducted by the State Auditor's Office. Uploads the annual report schedules and notes to the SAO website by the required due date on an annual basis. In cooperation with the County Auditor acts as a liaison between Skamania County and the Washington State Auditor's Office.

Prepares the required annual financial statements for Skamania County EMS District #1 and uploads the annual report schedules and notes to the SAO website by the required due date on an annual basis.

Audits invoices and prepares vouchers for Commissioner's Office funds . Resolves invoice and voucher discrepancies with vendors, department heads, Auditor's office and Treasurer's office for the Commissioner's Office funds.

Maintains accurate records of Skamania County Debit Card Account including deposits of warrants into bank weekly that replenishes account and monitors compliance to the Debit Card Policy.

Provides accounts payable services including auditing and data entry of vouchers for Board of Commissioner funds.

On behalf of the County Auditor processes journal entries, bond for duplicate warrants and supplemental budgets in EDEN for Skamania County and Junior Taxing Districts.

Assists other County departments in preparing journal entries and reduction of expenditures.

Handles extremely confidential and sensitive issues and/or situations in a professional and legally sound manner.

Responds to a broad variety of questions from departments, agencies and the public and when necessary, directs them to the appropriate offices or staff. Explains various Commissioners' Office or countywide procedures to the public, departments and agencies and enforces procedures related to assigned job tasks.

PERIPHERAL FUNCTIONS

As directed by the Board of County Commissioners, represents the County on selected committees and boards. Attends Commissioner meetings, hearings, and other meetings as directed.

May in the absence of the Clerk of the Board and the Administrative Office Assistant provide clerk of the Board duties.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of applicable federal, state, and local laws, policies, procedures and/or regulations regarding the operation of County government in regard to finance, budget and records management.

Comprehensive knowledge of financial practices and procedures in local government and Washington State budget laws.

Comprehensive knowledge of the Budgeting, Accounting and Reporting System (BARS)

Knowledge of modern supervisory and management practices and procedures

Knowledge of grant requirements and fiscal/policy constraints regarding grants.

Knowledge, understanding, and experience to implement modern management practices and procedures.

Knowledge of the functions of county government and the inter-relationships between departments and outside cooperating agencies.

Skill in effective organization and time management.

Skill in active listening so that all pertinent information is available for staff responses to inquiries from the public or other agencies.

Skill in analyzing, defining and resolving problems effectively.

Skill and accuracy in data entry.

Skill in records management and fee collection.

Skill in short and long-range financial planning and budgeting.

Skill in administration, management, leadership and public relations to effectively represent the Board of County Commissioners.

Skill in developing reports and analysis using financial management software, spreadsheets, graphing programs, and publications software.

Skill in communicating with the public in a courteous, respectful, friendly and effective manner.

Ability to identify problems, conduct research and communicate results to general public, departments, co-workers, clients or refer individuals to appropriate department(s) or agencies.

Ability to discern where discretion and confidentiality are required.

Ability to analyze, assimilate and evaluate data obtained from reports.

Ability to use of standard office equipment including software application specific to the work performed.

Ability to supervise, train, assign task, and evaluate the work of employees.

Ability to use independent judgment, make decisions, and accept responsibility for assigned work to achieve the most effective performance of all job assignments with minimum amount of supervision.

Ability to prepare, maintain and communicate accurate, clear and concise, files reports and records; both electronic and paper for department programs, and to communicate clearly and concisely, orally and in writing.

Ability to provide professional, courteous, respectful, and efficient customer service and maintain effective and professional communication and working relationship with the general public, clients, staff members, volunteers, other departments, employees and other agencies under varying circumstances; and, to calmly handle routine or emergency situations sometimes with diverse and/or irate individuals.

Ability to accept and contribute to changes, within the department, while maintaining a positive attitude and outstanding work ethic.

Ability to develop, adapt and improve office systems; procedures; and work methods. Handle multiple interruptions and adjustments to priorities.

Ability to learn policies & procedures related to the functions carried out by the department..

EDUCATION AND EXPERIENCE

Bachelor's Degree in Accounting, or related field required and five year's experience in government administration, financial management, or related area including at least one (1) year of supervisory management or an equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions of the position.

WORKING CONDITIONS

Work is performed approximately 90% in an office environment and approximately 10% representing the Board of County Commissioners on various committees and/or attending

meetings. Stress associated with competing priorities and strict timelines is a job element which must be successfully managed.

PHYSICAL REQUIREMENTS

The duties of the above position require sitting for extended periods of time and the use of a computer for extended periods of time. Walking, stooping, bending, reaching, pulling, twisting, and the ability to lift up to 25 pounds are required. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, national origin, sex, age, religion, physical/mental disability, creed, marital status, pregnancy and maternity, sexual orientation, gender identity, veteran status guide dog or service animal and genetic information or any other protected status under federal or state statute.

workshop

RESOLUTION NO. 2022-19

**RESOLUTION TO RESCIND RESOLUTION NO. 2020-18¹⁹
DECLARING A LOCAL EMERGENCY RELATING TO
THE COVID-19 PANDEMIC**

WHEREAS, the Board of Commissioners of Skamania County declared a local emergency on March 17, 2020, for the COVID-19 Pandemic; and

WHEREAS, the County has now completed its emergency response to that event; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Skamania County that the local emergency related to the COVID-19 Pandemic no longer exists, and therefore the emergency declaration is hereby rescinded.

BOARD OF COUNTY COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON

Chairman

Commissioner

Commissioner

ATTEST:

Clerk of the Board

APPROVED AS TO FORM ONLY:

Prosecuting Attorney

RESOLUTION 2020-19

BEFORE THE BOARD OF COMMISSIONERS OF SKAMANIA COUNTY, WASHINGTON:

IN THE MATTER OF DECLARATION OF EMERGENCY IN SKAMANIA COUNTY GRANTING AUTHORITY TO ADJUST OFFICE HOURS EFFECTIVE MARCH 25, 2020 AND APPROVE TELECOMMUTING OPTIONS AND/OR FLEXIBLE SCHEDULES OR ALTERNATIVE WORK SITES OR WORK FROM HOME FOR THE PERIOD OF MARCH 25, 2020 THROUGH APRIL 5, 2020.

WHEREAS, on January 21, 2020, the Washington State Department of Health confirmed the first case of the novel coronavirus (COVID-19) in the United States in Snohomish County, Washington, and local health departments and the Washington State Department of Health have since that time worked to identify, contact, and test others in Washington state potentially exposed to COVID-19 in coordination with the United State Centers for Disease Control and Prevention (CDC); and

WHEREAS, COVID-19, a respiratory disease that can result in serious illness or death, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person; and

WHEREAS, the CDC identifies the potential public health threat posed by COVID-19 both globally and in the United States as "high", and has advised that person-to-person spread of COVID-19 will continue to occur globally, including within the United States; and

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services secretary Alex Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and

WHEREAS, this worldwide outbreak of COVID-19 and the effects of its extreme risk of person-to-person transmission throughout Washington State and the residents of Skamania County significantly impact the life and health of our people, as well as the economy of the region, and is a public disaster that affects life, health, property or the public peace; and

WHEREAS, on February 29, 2020 the Governor of the State of Washington declared that a state of emergency exists in all counties in the State of Washington; and

WHEREAS, the Washington State Military Department, State Emergency Operations Center, is coordinating resources across state government to support the Department of Health and local officials in alleviating the impacts to people, property, and infrastructure, and is assessing the magnitude and long-term effects of the incident with the Washington State Department of Health; and

WHEREAS, on March 17, 2020, Skamania County previously declared a local emergency based on the above; and

WHEREAS, on March 23, 2020, the Governor of the state of Washington ordered all non-essential businesses to close by 5:30 PM on March 25, 2020 and further ordered that Washington residents stay at home unless required to go to work or engage in other necessary activities, and otherwise increase social distancing in order to help combat the spread of the virus;

NOW, THEREFORE, BE IT RESOLVED by the Board of Skamania County Commissioners, in consideration of the above findings of fact:

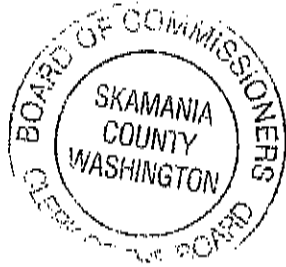
1. All resolutions previously made in Skamania County Resolution 2020-18 are reiterated.
2. Each designated department is authorized to exercise the powers vested in this resolution in light of the extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements). In order to prepare for, prevent and respond to this emergency, the requirements of competitive bidding and public notice are hereby waived pursuant to RCW 36.40.180, RCW 38.52.070 (2) and purchasing/contracting requirements pursuant to RCW 36.32.270, and RCW 39.04.280.
3. That the Skamania County Board of County Commissioners has determined that County services are essential to the health and well-being of the residents of Skamania County and that all Skamania County employees that contribute to the performance of those services qualify as essential employees.
4. That during the period of time designated by the Governor's March 23 order, between March 25 and April 6, 2020, Skamania County should do everything it can to support the Governor's order by limiting the need for employees to (1) work in close quarters, (2) interact with the public, and (3) where unnecessary for the continuity of County government or the need to provide urgent or needed services, work on site.
5. Employees currently utilizing sick or annual leave shall contact their supervisor or manager prior to returning to work in order to determine whether they will be asked to report to work as usual, telecommute, or otherwise perform work tasks from home. Nothing in this resolution requires employees that are currently utilizing leave to alter their status.
6. The Skamania County Commissioners by motion action on March 18, 2020 authorized a temporary emergency leave policy necessitated by the impacts of COVID-19.
7. Effective March 25, 2020 the Board of Skamania County Commissioners grants authority for Elected Officials, as well as each Department Head and Department Manager for those departments under the direction of the Board of Skamania County Commissioners, to adjust their respective office hours as needed, so long as they are still providing needed

services to residents of the county and supporting the other offices in the county that continue to provide such services.

8. For the work period March 25 through April 6, 2020 the Board of Skamania County Commissioners grants authority to and strongly encourages independent Elected Officials, Department Heads and Managers of departments under the direction of the Board of Skamania County Commissioners to allow all employees, when not necessary for continued operations or continued provision of County services, to work from home, telecommute or work alternative hours or at alternative work sites that will minimize social contact with the public or other employees, provided that any employees working from home regularly check their office email, provide a telephone number where they can be reached for work related issues, and be available to physically report to work as deemed necessary.
9. Each independent Elected Official, Department Head and Manager of departments under the direction of the Board of Skamania County Commissioners should track for payroll purposes any hours under the hour type "MAND" on time sheets that any employees are paid during any period subsequent to March 18, 2020 where an employee is granted paid emergency leave for Covid-19 related health concerns as provided for in the Skamania County Board of County Commissioners March 18, 2020 Temporary County Leave Policy or for a period of time where an employee is paid to work at home pursuant to this Resolution or where the employee, due to incompatibility of job duties with telecommuting or work from home, does not perform county work. While offices and departments are encouraged to make efficient use of employee time during this period of emergency, tracking Covid-19 related emergency related paid time that is not spent performing county work will allow Skamania County the opportunity to seek reimbursement of such funds in the event federal or state programs allow such reimbursement.
10. All departments shall defer, where possible, non-essential purchases and travel until such time that the BOCC agrees that normal operations can be restored.

Dated this 25th day of March 2020.

ATTEST:



Debbie Slack

Debbie Slack, Clerk of the Board

Board of Skamania County Commissioners

Robert Hamlin

Robert Hamlin, Chair

Richard Mahar

Richard Mahar, Commissioner District 1

Thomas R. Lannen

Tom Lannen, Commissioner District 2

Adam Kick

Adam Kick, Prosecuting Attorney

Nay 0
Aye 3
Absent 0

**RESOLUTION DECLARING A LOCAL EMERGENCY IN SKAMANIA COUNTY
IN RESPONSE TO A PUBLIC HEALTH EMERGENCY RELATED TO COVID-19**

RESOLUTION NO. 2020-18

1. **WHEREAS**, COVID-19, a respiratory disease that can result in serious illness or death, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person; and
2. **WHEREAS**, The CDC identifies the potential public health threat posed by COVID-19 both globally and in the United States as “high”, and has advised that person-to-person spread of COVID-19 will continue to occur globally, including within the United States; and
3. **WHEREAS**, On January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and
4. **WHEREAS**, this worldwide outbreak of COVID-19 and the effects of its extreme risk of person to-person transmission throughout the Washington State and the residents of Skamania County significantly impacts the life and health of our people, as well as the economy of region, and is a public disaster that affects life, health, property or the public peace.
5. **WHEREAS**, many cases of the virus have been confirmed in the State of Washington causing Governor Inslee to proclaim that a state of emergency exists and formally did so on January 29, 2020.
6. **WHEREAS**, The Washington State Military Department, State Emergency Operations Center, is coordinating resources across state government to support the Department of Health and local officials in alleviating the impacts to people, property, and infrastructure, and is assessing the magnitude and long-term effects of the incident with the Washington State Department of Health;

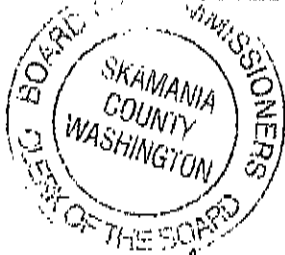
NOW, THEREFORE, BE IT RESOLVED by the Board of Skamania County Commissioners, in consideration of the above findings of fact:

1. A state of emergency is declared due the COVID-19 Virus situation in Skamania County.
 2. The Skamania County Emergency Management Director is hereby directed to activate those portions of the Skamania County Comprehensive Emergency Management Plan necessary to combat the effects of the virus to the extent possible.
 3. Designated departments are authorized to enter contracts and incur obligations in order to combat the emergency.
-

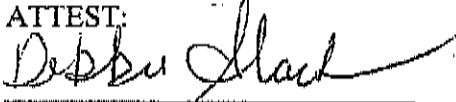
4. Each designated department is authorized to exercise the powers vested in this resolution without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements).

This Declaration of local emergency set forth in (1) above shall terminate by the issuance of a subsequent rescinding Resolution which shall follow when the Board determines that the extraordinary measures detained herein are no longer required for the protection of the public peace, safety and welfare.

PASSED AND ADOPTED this 17th day of March 2020



ATTEST:

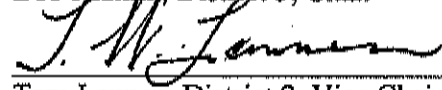


Debbie Slack, Clerk of the Board

BOARD OF SKAMANIA COUNTY COMMISSIONERS



Bob Hamlin, District 3, Chair



Tom Lannen, District 2, Vice Chair



Richard Mahar, District 1

APPROVED AS TO FORM



Skamania County Prosecutor

**Addendum to Skamania County Board of Commissioners
Declaration of Local Emergency 2020-18**

On March 17, 2020 the Skamania County Board of Commissioners adopted Resolution 2020-18 in response to the public health emergency related to COVID-19.

Pursuant to this Declaration of Emergency I am recommending the following actions be implemented:

1. Activation of Emergency Support Function (ESF) 8 found in the Skamania County Comprehensive Emergency Management Plan.
2. Designate the Community Health Director as the lead Public Information Coordinator with regards to the accurate, timely and consistent dissemination of information related to the public health emergency.
3. Establish regular teleconference meetings with county and city leaders as well as a representative from the business community to keep all parties apprised of developments related to COVID-19 and impacts to the communities.
4. Develop policy addressing compensation in the event of absences in the county workforce.
5. Implement consistent and stringent sanitation procedures for county buildings.
6. Utilize Social Media to provide regular and consistent dissemination of information specific to changes in governmental operations.
7. Discontinue county scheduled public events and limit or restrict all out of county scheduled training of county employees.
8. Encourage elected officials and department heads to implement recommended precautions in their office areas to limit potential spread of COVID-19.

The above list of recommendations should be considered for immediate implementation.

Dave Brown, Sheriff
Director of Emergency Services

COMMISSIONER'S MOTION ACTION AGENDA ITEM COMMENTARY

<u>SUBMITTED BY</u>	<u>Human Resources</u>	_____
	Department	Signature
<u>AGENDA DATE</u>	<u>03/15/2022</u>	
<u>SUBJECT</u>	<u>Rescind previous policies enacted during the COVID 19 Pandemic and align current policy with Governor of Washington State, CDC and WDLNI guidelines</u>	
<u>ACTION REQUESTED</u>	<u>Approval of request</u>	

SUMMARY/BACKGROUND

On Monday March 7, 2022, Governor Jay Inslee updated Washington's statewide indoor mask policy following updated guidance from the Centers for Disease Control.

With the declining case rates and hospitalizations across the west, California, Oregon, and Washington moved together to update their masking guidance. After 11:59 PM on March 11, California, Oregon, and Washington lifted universal masking requirements for most public locations including schools.

State Indoor Mask Requirements Starting March 12, 2022. Local governments are still able to enact local mask requirements. Many individuals will choose to continue to wear masks. Please be kind and compassionate.

FISCAL IMPACT

None.

RECOMMENDATION

Approve rescinding the following items and directions

Rescind the following items:

- 031720 Resolution 2020-18 Declaring Local Public Health Emergency Related to COVID - *pull off*
- 031820 Temporary County Leave Policy due to COVID 19 Emergency
- 112420 Adopt COVID 19 Travel Out of Area
- 070120 Motion by BOC minor modifications to correct Scriveners errors
 - " COVID 19 Reopening plans/return to work guidelines
 - "General Guidelines for employees
 - Skamania County employee self pre-screening form
- 102621 Policy Guidelines for COVID 19
- 102721 Temporary Travel Guidelines during Pandemic
 - Phase 3 Work Guidelines Policy _ COVID-19 Pandemic
- 052621 No Tracking Policy on Guidelines
- 052621 Policy on Guidelines for COVID

010621 Policy on use of leaves for FFCRA

Adopt new regulations to follow until such time as the Governor and or CDC and Washington State Labor and Industries have made changes as outlined below.

Masks Still Required

- Healthcare and medical facilities, including hospitals, outpatient, dental facilities, and pharmacies.
- Long term care settings.
- Public Transit, taxis, and rideshare vehicles (federal requirement)
- Correctional facilities
- Private businesses and local governments that want to require masks for their employees, customers, or residents.

Masks Not Required

- Schools, childcare facilities, and libraries
- Restaurants and bars
- Houses of worship
- Gyms, recreation centers and indoor athletic facilities.
- Grocery stores, businesses, and retail establishments.

Private businesses can still require masks if they choose. Please respect the rules of the room.

The Skamania County Board of Commissioners passes by approval of this motion action the above listed items to rescind previous COVID related policies and adopt new policy going forward effective March 12, 2022, to follow until such time as the Governor of State of Washington, CDC or WSLNI issues new directives. Upon Board approval, these directives may be reviewed and extended or lessened based on current conditions required by state, federal or local authorities. Beginning March 11, 2022 at 11:59 p.m. employees and public are no longer required to wear masks in County Buildings except as listed above under "Still Required". Skamania County will comply with any lingering requirements from Washington State Labor and Industries, CDC and Washington State Governor's Proclamations.

**SKAMANIA COUNTY
BOARD OF COMMISSIONERS**

CHAIR

DATE

COMMISSIONER

ATTEST:

COMMISSIONER

CLERK OF THE BOARD