

WARREN COUNTY
BOARD OF COMMISSIONERS

December 14, 2016

5:45 PM – Special Meeting

WARREN COUNTY ARMORY CIVIC CENTER
COMMISSIONERS' MEETING ROOM
WARRENTON, NORTH CAROLINA

PREPARED BY

*Angelena Kearney-Dunlap
Clerk to the Warren County
Board of Commissioners*

***December 14, 2016
5:45 PM – Special Meeting
Agenda***

- 1 – Moment of Silence***
- 2 – Chairman or designee call Special Meeting to order***
- 3 – Clerk read notice of Special Meeting***
- 4 – Closed Session in accordance with NCGS §43-318.11(a)(6) for personnel matters related to the Interim Warren County Manager & Interim Assistant Warren County Manager positions***
- 5 – Return to the December 14, 2016 Special Meeting***
- 6 – A. Consider appointment of Interim Warren County Manager
B. Consider salary increase for added duties***
- 7– A. Consider appointment of Interim Assistant County Manager
B. Consider salary increase for added duties***
- 8 – Adjourn Special Meeting***

December 14, 2016
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Special Meeting

Item # 1

Moment of Silence

Item # 2

***Chairman or designee call Special Meeting
to order***

Item # 3

Clerk read notice of Special Meeting



**NOTICE
of
Special Meeting
Warren County Board of Commissioners**

Notice is hereby given that the Warren County Board of Commissioners will hold a Special Meeting on Wednesday, December 14, 2016 at 5:45 pm in the Warren County Armory Civic Center meeting room, 501 US Hwy 158 Business, East Warrenton, NC 27589.

The purpose of this Special Meeting is to discuss personnel matters pursuant to NCGS § **143-318.11(a)(6)** related to the Warren County Interim County Manager and Interim Assistant County Manager positions.

All interested persons are invited to attend this meeting.

Victor Hunt, Chairman
Warren County Board of Commissioners

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Item # 4

Closed Session in accordance with NC GS §43-318.11(a)(6) for personnel matters related to Interim Warren County Manager & Interim Assistant Warren County Manager positions.

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Item # 5

***Return to the
December 14, 2016
Special Meeting***

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Item # 6-A

*Consider appointment of
Interim Warren County Manager
effective January 7, 2017 by Resolution.*

Authorize Chairman to sign same.



§ 153A-84. Interim county manager. Whenever the position of county manager is vacant, the board of commissioners shall designate a qualified person to exercise the powers and perform the duties of manager until the vacancy is filled. The board may designate the chairman or some other member as interim manager; for the interim the chairman or member shall become a full-time county official, and the board may increase his salary pursuant to G.S. 153A-28. (1973, c. 822, s. 1.)

GENERAL DEFINITION OF WORK:

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

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing and coordinating the overall operation of assigned County departments; ensuring proper operations, staffing and budgeting; advising and assisting the Board on operations and governance.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, directs and supervises the activities and daily operations of all County officials and departments as authorized by N.C.G.S. 153A-82.
- Reviews and prepares correspondence and reports; coordinates Board agenda; attends meetings.
- Executes and enforces all ordinances, resolutions and orders of the Board of County Commissioners.
- Prepares and submits the annual budget and capital program to the Board and executes the budget and capital program adopted by the Board; approves all disbursements and expenditures as budgeted and/or authorized by the Board; prepares data charts and research reports to provide Board with any needed information.
- Appoints, suspends, discharges transfers or removes County employees pursuant to NCGS 153A-82 and resolutions adopted by the Board of County Commissioners.
- Advises and assists department heads and other elected or appointed officials who are not under the direct control of the Board.
- Conducts day to day, short run and long range planning as necessary to manage the department and County; provides assistance to various departments and prepares goals and objectives that have long term effects on County citizens.
- Recommends programs proposed by various departments to the Board after reviewing and discussing with departments heads.
- Provides and receives information from Board members, department heads, subordinates, other officials and citizens.
- Reviews monthly department reports, status reports, financial reports and personnel action forms to remain informed of new developments and recommendations.
- Performs and/or coordinates special projects.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and practices of public administration; comprehensive knowledge of municipal finance practices; comprehensive knowledge of the laws, ordinances and regulations underlying a municipal corporation; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to establish and maintain effective working relationships with department heads, County Commission and the public; ability to plan and direct the work of large operating agencies.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration supplemented by a Master's degree in public administration or related field and extensive experience in an administrative capacity in local government.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, and walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

STATE OF NORTH CAROLINA

COUNTY OF WARREN

RESOLUTION

Appointment of
Interim Warren County Manager

WHEREAS, in accordance with N.C.G.S. §153A-84, the Warren County Board of Commissioners, at its December 14, 2016 Special Meeting, have appointed an Interim County Manager, effective January 7, 2017; and

WHEREAS, the appointee shall serve as Interim Warren County Manager at the pleasure of the Board of Warren County Commissioners as the Chief Administrative Officer for Warren County government and exercise the powers and duties of manager; and

WHEREAS, the appointee shall serve in this position until the County Manager vacancy is filled by Warren County Board of Commissioners appointment; and

WHEREAS, the appointee shall receive a salary increase to compensate for the additional duties.

THEREFORE, the Warren County Board of Commissioners do hereby appoint an Interim Warren County Manager with signatory authorization, effective January 7, 2017.

Adopted this the 14th day of December 2016.

Victor Hunt, Chairman
Warren County Board of Commissioners

ATTEST:

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Item # 6-B

**Consider salary increase to
compensate for added duties.**

**Funding Source: Lapsed Salary
County Manager's Budget**

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Item # 7-A

***Consider appointment of
Interim Assistant Warren County Manager
effective January 7, 2017 by Resolution.***

Authorize Chairman to sign same.

ASSISTANT COUNTY MANAGER

GENERAL DEFINITION OF WORK:

Performs difficult professional and administrative work assisting with a broad range of general administrative and management functions of the county government; does related work as required. Work is performed under the general supervision of the County Manager. Supervision is exercised over County staff as assigned.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting the County Manager with special projects and daily administration; performing research and preparing papers for the County Manager and Board of Commissioners; coordinating work with the County Manager and department directors; supervising designated departments; maintaining records and files; preparing reports. Planning, managing and implementing all personnel functions; preparing and maintaining personnel files and records; coordinating and managing policy development, recruitment and employee relations.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Reviews and approves purchase requisitions, assists with selecting architects and engineers and handling formal bids.
- Assists with agenda preparation and follow-up on Board actions.
- Assists the County Manager with policy development, investigative issues, problems and projects requested by the Board of Commissioners.
- Guides and assists departmental directors.
- Assists the County Manager with development and execution of multi-year Capital Improvement Program.
- Establishes or assists directors in establishing departmental policies and procedures.
- Plans, directs and coordinates the County's comprehensive personnel management, employee relations, payroll and fringe benefits programs.
- Provides supervision, direction and technical advice to County staff.
- Formulates and recommends personnel policies and ensures compliance with Federal, State and local requirements; analyzes possible solutions to problems and recommends course of action.
- Develops, interprets, implements and enforces personnel policies and procedures
- Initiates new projects, programs, etc. within departments.
- Works with appointed and elected officials from other jurisdictions and levels of government as needed.
- Resolves controversial, delicate and difficult issues involving the public, special interest groups, businesses, appointed officials from other jurisdictions and elected officials.
- Performs research regarding legal issues, programs in other jurisdictions, etc.
- Negotiates franchise agreements and contracts.
- Oversees franchises granted by the Board of Commissioners.
- Supervises and assists with modifying County ordinances.
- Represents the County at conferences and meetings as requested.
- Attends Board of Commissioners meetings.
- Works with Board members on various issues as needed.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of public management and organization theories, principles, practices and techniques; comprehensive knowledge of the organization, function and methods of operation of the County's legislative, executive staff and operational departments; thorough knowledge of the philosophy, principles and practices of public personnel administration such as the accepted methods and practices of classification, and pay and benefit administration, principles and practices; ability to analyze various complex administrative problems and to make sound recommendations for their solutions and to prepare working procedures; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with County and State officials, civic and business leaders, Board of Commissioners, employees and the general public, ability to maintain the confidentiality of personnel information and files for employees and applicants.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration or related field supplemented by a Master's degree in public administration and considerable experience in government administration.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operating machines, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

RESOLUTION

**Appointment of
Interim Assistant Warren County Manager**

WHEREAS, in accordance with N.C.G.S. §153A-84, the Warren County Board of Commissioners, at its December 14, 2016 Special Meeting, have appointed an Interim Assistant County Manager, effective January 7, 2017; and

WHEREAS, the appointee shall serve as Interim Assistant County Manager at the pleasure of the Board of Commissioners as the second in command Administrative Officer for Warren County government and exercise the powers and duties of manager in the absence of or in assistance to the Interim Warren County Manager; and

WHEREAS, the appointee shall serve in this position until the County Manager vacancy is filled by Warren County Board of Commissioners appointment; and

WHEREAS, the appointee shall receive a salary increase to compensate for the additional duties; and

WHEREAS, the Warren County Board of Commissioners has also appointed an Interim Assistant County Manager, effective January 7, 2017; and

Adopted this the 14th day of December 2016.

Victor Hunt, Chairman
Warren County Board of Commissioners

ATTEST:

December 14, 2016
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Item # 7-B

**Consider salary increase to
compensate for added duties.**

**Funding Source: Lapsed Salary
County Manager's Budget**

Item # 8

Adjourn

December 14, 2016
Special Meeting