

**WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA**

July 19, 2022

6:00 p.m.

Board Room, Washburn County Services Center, Shell Lake, Wisconsin

1. Call Meeting to Order – Chair Mackie
2. Moment of Silent Meditation and Pledge of Allegiance – Supv. D. Wilson
3. Notice of Meeting - County Clerk Olson
4. Roll Call – County Clerk Olson
5. Approval of June 21, 2022 County Board Proceedings
6. Washburn County Tourism presentation by Michelle Martin, Executive Director
7. Concerned Citizens
8. **Consent Agenda Resolutions:**
  - A. Rezone Petition and Amendatory Ordinance – June 2022
  - B. Ordinance Adopting the Slim Creek Dam Failure Analysis
  - C. Resolution Designating Public Safety Answering Point for Washburn County
9. **Other Resolutions and Ordinances:**
  - A. Resolution to Approve New Position of Mobility Manager/Transportation Coordinator for 2023 Budget – Aging/ADRC – Supv. Wilson
  - B. Resolution to Approve New Position of Administrative Assistant/Marketing & Health Promotions Coordinator for 2023 Budget – Aging/ADRC – Supv. Wilson
  - C. Resolution to Approve New Position of Dementia Care Specialist/Caregiver Support Coordinator for 2023 Budget– Aging/ADRC - Supv. Wilson
  - D. Resolution to Reclassify LTE Veteran’s Administrative Assistant to PT Assistant CVSO – Supv. Wilson
  - E. Resolution to Approve New LTE Receptionist/Transportation Program Coordinator Position – Aging/ADRC – Supv. Wilson
10. Committee Reports
11. Chair Appointments
12. Chair Comments
13. Possible Future Agenda Items
14. Audit Per Diems
15. Adjourn

Copy via Email: County Clerk; Department Heads; News Media. Individuals with qualifying disabilities under the Americans with Disabilities Act, in need of accommodations, should contact the County Clerk’s office at 468-4600 at least 24 hours prior to the meeting.

# WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES

June 21, 2022

6:00 p.m.

Board Room, Washburn County Services Center, Shell Lake, Wisconsin

1. Call Meeting to Order at 6:00 p.m. by Chair Mackie.
2. Moment of Silent Meditation and Pledge of Allegiance was lead by Supv. C. Masterjohn.
3. Notice of Meeting was read by County Clerk Olson.
4. Roll Call was done by County Clerk Olson. Board members present: (19), Excused: (2) B. Vosberg, D. Wilson; Youth present: (2) S. Greenfield, A. Anderson.
5. Approval of May 17, 2022 County Board Proceedings on motion by Supv. B. Olsgard, 2<sup>nd</sup> by Supv. S. Johnson; MC.
6. Concerned Citizens – none at this time
7. **Consent Agenda Resolutions** – motion to approve by Supv. C. Masterjohn, 2<sup>nd</sup> by Supv. J. Ford; Supv. J. Bruce asked for clarification of the rezone petition; MC.
  - A. **Rezone Petition and Amendatory Ordinance - May 2022**
  - B. **Resolution 2022-40 Adopting, Enacting and Republishing the Code of Ordinances for Washburn County**
  - C. **Resolution 2022-41 to Adopt Chapter 62 Ordinance Changes**
  - D. **Resolution 2022-42 to Approve Update to Employee Handbook Policy 6.2 Travel Reimbursement**
  - E. **Resolution 2022- 43 Requesting DNR to fill County Forest Liaison Forester Position**
8. **Other Resolutions and Ordinances:**
  - A. **Resolution 2022-44 to Return a Tax Deeded Land to the Former Owner – Bradley, Jenna & Keira Olson** – Motion to approve by Supv. L. Featherly, 2<sup>nd</sup> by Supv. C. Masterjohn. Taxes have been paid. Voice vote carries without naves.
  - B. **Resolution 2022-45 re: County Forest Law Withdrawal for Emergency Communications Tower** – Motion to approve by Supv. S. Johnson, 2<sup>nd</sup> by Supv. M. Radzak. Voice vote carries without naves.
  - C. **Resolution 2022-46 to Create a Stand-Alone ADRC and Integrated with Unit on Aging** – Motion to approve by Supv. B. Olsgard, 2<sup>nd</sup> by Supv. L. Featherly. Supv. S. Johnson sponsored ADRC Supervisor/Aging Director Linda Hand to speak re: the positions needed as part of the restructure. Estimated total worst case scenario without the 53.10 grant would be \$90,661.83 for restructure. This would be for the positions of ADRC Admin Asst, Mobility Manager, I & A Specialist and Dementia Care Specialist, which will be coming to the board next month. Supv. B. Olsgard spoke concerning the resolution for a stand-alone ADRC and added that it is unrealistic to get a regional ADRC established within the next three months as the county is under a deadline to continue to provide the services required by the state. Barron County voted to disband last month (effective 1/1/23) and it is our understanding that they will join with Rusk. This is our first step for the reorganization of the ADRC for Washburn County; we can continue to look for opportunities to work with others in the future but we need to have a base to work from. Roll Call vote: Yes (14); No (5) Jerry Smith, Sandy Johnson, Scott Roppe, Brian Melton, Clint Stariha; Youth: Yes (2); MC.
  - D. **Resolution 2022-47 to Approve Ordinance Electing to Proceed under Section 75.521 of the Wisconsin Statutes in Relation to the Enforcement of Collection of Tax Liens** – Motion to approve by Supv. L. Featherly, 2<sup>nd</sup> by Supv. S. Johnson. Corp Counsel Tom Frost gave background information relating to this request which allows the in-rem process for tax deed properties. This puts our county in compliance with new Wisconsin Statutes and just gives us another option in this process. Voice vote carries without naves.
  - E. **Resolution 2022-48 to Approve New Position of CCS Service Facilitator for 2023 Budget** – Motion to approve by Supv. H. Graber, 2<sup>nd</sup> by Supv. L. Featherly. Funding for this position is on a reimbursement basis from both state and federal dollars. Roll Call: Yes (19), No (0); Youth: Yes (2); MC.

- F. **Resolution 2022-49 to Approve New Position of CCS/CLTS Service Facilitator for 2023 Budget** – Motion to approve by Supv. B. Olsgard, 2<sup>nd</sup> by Supv. S. Johnson. HHS Director Marie Schrankel described what CLTS is; this program serves to help keep youth out of high cost care. The state has mandated that there is no waitlist. Roll Vote: Yes (19), No (0); Youth: Yes (2); MC.
- G. **Resolution 2022-50 to Approve New Position of FT Deputy/Bailiff for 2023 Budget** – Motion to approve by Supv. J. Ford, 2<sup>nd</sup> by Supv. H. Graber. Reviewed duties and background. Roll Vote: Yes (18), No (1) Paul Johnson; Youth: Yes (2); MC.
- H. **Resolution 2022-51 to Approve Reclassification of Casual (LTE) Dispatch to FT Dispatch** – Motion to approve by Supv. L. Featherly, 2<sup>nd</sup> by Supv. G. Cusick. Reviewed benefit eligibility in regard to hours of work. Roll Vote: Yes (19), No (0); Youth: Yes (2); MC.
- I. **Resolution 2022-52 to Approve Reclassification of Corporation Counsel to FT** – Motion to approve by Supv. L. Featherly, 2<sup>nd</sup> by Supv. S. Smith. Question was brought up in regard to public defender wage. Roll Vote: Yes (19), No (0); Youth: Yes (2); MC.
- J. **Resolution 2022-53 to Approve Reclassification of Corp Counsel Legal Secretary to FT** – Motion to approve by Supv. M. Radzak, 2<sup>nd</sup> by Supv. S. Johnson. Corp Counsel's workload has increased significantly and will not decrease in the future and will therefore result in a higher workload for the Legal Secretary as well. Roll Vote: Yes (19), No (0); Youth: Yes (2); MC.
- K. **Resolution 2022-54 to Approve ARPA Dollars for Law Enforcement Body Scanner and Cameras** – Motion to approve by Supv. L. Featherly, 2<sup>nd</sup> by Supv. G. Cusick. The body scanner is used to screen people coming into the jail and eliminates the need for a cavity search. Cameras will be ordered for the deputies. Correction to amount of ARPA funds in 1<sup>st</sup> paragraph should be \$3,053,426; noted. Roll Vote: Yes (19), No (0); Youth: Yes (2); MC.

- 9. Committee Reports – due to timeframe, reports will not be done tonight.
- 10. Chair Appointments – Supv. Jerry Smith is being appointed for NorTAC. Motion by Supv. B. Olsgard, 2<sup>nd</sup> by C. Masterjohn to ratify chair appointment; MC.
- 11. Chair Comments – Have a good 4<sup>th</sup> of July.
- 12. Possible Future Agenda Items
- 13. Audit Per Diems on motion by Supv. C. Masterjohn, 2<sup>nd</sup> by Supv. J. Ford; MC.
- 14. Adjourn at 7:53 p.m. on motion by Supv. C. Masterjohn, 2<sup>nd</sup> by Supv. J. Ford; MC.

Copy via Email: County Clerk; Department Heads; News Media. Individuals with qualifying disabilities under the Americans with Disabilities Act, in need of accommodations, should contact the County Clerk's office at 468-4600 at least 24 hours prior to the meeting.

## REZONING PETITIONS

### Washburn County Board of Supervisors

Rezoning petitions were filed with the Washburn County Zoning Office for changes in the Zoning districts. Notices were sent that a public hearing would be held on June 28, 2022.

The Zoning Committee did conduct the public hearings, considered the following and recommend as:

**Beaverbrook Township: Emma Hall, Shell Lake WI. PROPERTY: Tax ID#4449 - 40 acres, SW SW, in Section 33-38-12, town of Beaverbrook, to rezone (+-) 1.80 acres from Agricultural to Residential Recreational 1 to separate home from acreage.**

The Zoning Committee recommends APPROVAL of the request to rezone (+-) 1.80 acres of Agricultural to Residential Recreational 1.

Interested persons were given the opportunity to be heard.

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Dated

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Jocelyn Ford, Chairman  
Washburn County Zoning Committee

Rezonepetitions062822

**AMENDATORY ORDINANCE**

**WHEREAS**, the Washburn County Board of Supervisors has heretofore been petitioned to amend the Washburn County Zoning Ordinance and Maps; and

**WHEREAS**, the rezoning petitions have been referred to the zoning district boundaries, pursuant to Wisconsin Statute Chapter 59.69, and;

**THEREFORE BE IT RESOLVED that the Washburn County Zoning Ordinance and maps, adopted in 1977** are hereby amended and designated as;

**Beaverbrook Township: Emma Hall, Shell Lake WI. PROPERTY: Tax ID#4449 - 40 acres, SW SW, in Section 33-38-12, town of Beaverbrook, to rezone (+-) 1.80 acres from Agricultural to Residential Recreational 1 to separate home from acreage.**

Interested persons were given the opportunity to be heard.

Supervisor \_\_\_\_\_ move to \_\_\_\_\_ rezonings,  
second by \_\_\_\_\_

Supervisor \_\_\_\_\_, motion carried.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Thomas Mackie, Chairman

Washburn County Board of Supervisors

Rezonepetitions062822

ORDINANCE # \_\_\_\_\_

**An Ordinance Adopting the Slim Creek Dam Failure Analysis**

**WHEREAS**, the Washburn County Highway Department is required to submit a dam failure analysis to the Wisconsin Department of Natural Resources (WDNR) for the Slim Creek Dam located in the Town of Birchwood, and

**WHEREAS**, the dam failure analysis for Slim Creek Dam was revised October 10, 2018, and

**WHEREAS**, the WDNR approved the dam failure analysis on November 15, 2018, and

**WHEREAS**, the Washburn County Zoning Committee, at an appropriately noticed public hearing, adopted the Slim Creek Dam Failure Analysis on December 15, 2020, and

**WHEREAS**, the Town of Birchwood formally adopted the Slim Creek Dam Failure Analysis into its flood plain zoning ordinance on January 11, 2021, and

**WHEREAS**, Sec. 38-926 of the Washburn County Code of Ordinances states: "All data pertaining to DNR and FEMA approved floodplain studies and/or a dam failure analysis studies, shall be made part of this article as approved." And

**WHEREAS**, By this ordinance the Slim Creek Dam Failure Analysis is to be made a part of this article, and

**WHEREAS**, a copy of the Slim Creek Dam Failure Analysis will be on file in the Zoning Department Office, and

**WHEREAS**, the Zoning Committee, at an appropriately noticed public hearing, recommended the adoption of the Slim Creek Dam Failure Analysis on April 27, 2021.

**THEREFORE, BE IT RESOLVED**, that the Washburn County Board of Supervisors approve the adoption of the Slim Creek Dam Failure Analysis as part of this Article and added to the Official Maps Section.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
(Voice) (Roll) vote: Yes \_\_\_\_\_ No \_\_\_\_\_

I, Lolita Olson, as County Clerk, do hereby certify that the foregoing is a true and correct copy of the ordinance adopted by the County of Washburn at the meeting held on:

\_\_\_\_\_.

**Resolution No. \_\_\_\_\_**

**DESIGNATED PUBLIC SAFETY ANSWERING POINT  
FOR WASHBURN COUNTY**

**WHEREAS**, 2019 Wisconsin Act 26 requires the Wisconsin Department of Military Affairs to provide grants to one public safety answering point in each county that meet the eligibility criteria and grant purposes identified in Wis. Admin. Code § DMA 2.05.

**WHEREAS**, Wis. Admin. Code § DMA 2.03 requires that each county designate a public safety answering point as the “designated public safety answering point” to be eligible to apply for grants in that county.

**WHEREAS**, the designated public safety answering point for Washburn County is the only public safety answering point eligible to apply for grants for the life of the grant program in Washburn County.

**NOW, THEREFORE, BE IT RESOLVED**, by the Washburn County Board of Supervisors that the Washburn County Sheriff’s Office is hereby selected as the designated public safety answering point for Washburn County.

Fiscal Impact: None

Recommended for adoption by the Washburn County Law Enforcement/Emergency Management Committee on the 14<sup>th</sup> of July, 2022 and approved by the Washburn County Board of Supervisors this 19<sup>th</sup> day of July, 2022.

\_\_\_\_\_  
Jocelyn Ford, Chair

\_\_\_\_\_  
Sandy Johnson, Vice Chair

\_\_\_\_\_  
Cristina Masterjohn

\_\_\_\_\_  
Scott Roppe

\_\_\_\_\_  
George Cusick

**RESOLUTION # \_\_\_\_\_**

**RESOLUTION TO APPROVE NEW FULL TIME POSITION OF MOBILITY  
MANAGER/TRANSPORTATION COORDINATOR FOR THE 2023 BUDGET –  
AGING/ADRC**

**WHEREAS**, due to the upcoming reorganization of the Aging & Disabilities Resource Center (ADRC) and merging with the Washburn County Unit on Aging, there will be additional duties and responsibilities for staff; and,

**WHEREAS**, the current position of Receptionist/Transportation Coordinator is being proposed to be split into two positions; one of the new positions would be that of Transportation Coordinator with the added certification of Mobility Manager; and,

**WHEREAS**, this position would be responsive to the growing transportation needs of Washburn County residents while having a dedicated Mobility Manager for our residents who are elderly, disabled and caregivers; and,

**WHEREAS**, this position will be partially funded with 85.21 DOT Transportation funds; application will be made for the 53.10 DOT Mobility Management Grant Funding; and,

**THEREFORE BE IT RESOLVED**; that the new full time position of Mobility Manager/Transportation Coordinator for the ADRC/Aging be approved for inclusion in the 2023 budget according to policy by the Washburn County Board of Supervisors.

**FISCAL IMPACT:** Wages & Benefits \$71,985.22, Other Expenses \$3500; Total \$75,485.22  
minus 85.21 funding of \$44,493.00 = \$30,992.22 levy requested for 2023  
(may be no fiscal impact to levy if 53.10 DOT Grant is received)

Recommended for adoption by the Washburn County Personnel Committee on the 7<sup>th</sup> day of July, 2022 and approved by the Washburn County Board of Supervisors this 19<sup>th</sup> day of July, 2022.

\_\_\_\_\_  
Dave Wilson, Chair

\_\_\_\_\_  
Hank Graber, Vice-Chair

\_\_\_\_\_  
Linda Featherly, Member

\_\_\_\_\_  
Mark Radzak, Member

\_\_\_\_\_  
Jocelyn Ford, Member



How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	See Attached.
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	The Mobility Manager/Transportation Coordinator oversees the paid and volunteer drivers. This position is supervised by the ADRC Director/Aging Director.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Front Office Administrative Assistant, Fiscal Assistant, Nutrition Director, Director and other assigned staff or volunteers if able.
Are there alternatives to the services that this individual would provide? If yes, explain.	No
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	This position is responsible for the coordination of transportation services for Washburn County residents that are elderly, disabled, and caregivers.
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	No
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes
How does this position fit into the long-range and strategic plans of the Department and/or County?	The long range plans of the Aging Unit and ADRC is that there is and will continue to be a need to increase the number of staff, because of the drastic growth of older adults in Washburn County and their continuing needs for services.

Justification for request or general remarks/comments about the position:

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**Approvals:**

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct.	<b>DATE:</b>	
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**Committee of Jurisdiction:**

<b>COMMITTEE:</b>	Approved                      Denied	<b>DATE:</b>	
	Comments		

**COMMITTEE APPROVALS:**

<b>PERSONNEL COMMITTEE:</b>	Approved                      Denied	<b>DATE:</b>	
	Comments		
<b>COUNTY BOARD (IF NECESSARY)</b>	Approved                      Denied	<b>DATE:</b>	
	Comments		

Revenues (Use Negative #) DOT 85.21 Grant for wages \$41,493 & DOT 85.21 Fund Balance for Equipment \$3,000.00	-\$44,493.00
TOTAL:	\$30,992.22

## DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

*Cells will expand as you type.*

<p>Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?</p>	<p>Yes</p>
<p>What are the major functions or examples of work performed of the proposed position?</p>	<p>The Mobility Manager/Transportation Coordinator is responsible the administrative oversight and management of the Specialized Transportation Program in accordance with state and federal laws, rules, and regulations. Assist all transportation staff in securing transportation through the One Call- One Click Center. To help coordinate safe, reliable, and affordable transportation for the elderly, disabled, and veterans of Washburn County, using the best suited travel options available.</p> <p>This position works under the direction of the ADRC Director/Aging Director.</p>
<p>Minimum Educational Requirements and minimum experience for this position?</p>	<p>Completion of a standard high school course with vocational or technical school courses in secretarial, administrative, transportation, or related field desirable. An equivalent combination of training and experience providing the essential knowledge, skills and abilities may also be considered. Experience in clerical work which shall have involved record keeping and compiling reports, in scheduling of manpower and/or vehicles, operation of various office machines and technology systems; or combination of experience and training to provide essential knowledge, skills, and abilities. Must maintain a valid Wisconsin driver's license and provide proof of automobile insurance. Training in the field of transportation is desirable with current certification as a Mobility Manager a plus.</p> <p>Must successfully pass caregiver and criminal background check.</p>
<p>Knowledge Skills and Abilities?</p>	<p>Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software. Ability to establish and maintain accurate records of assigned activities and operations. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision. Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.</p>
<p>What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)</p>	<p>ADRC reorganization of front office staff with added responsibilities and duties. Growth of transportation program, lack of reliable Mobility Manager for Washburn County residents, application being made with DOT for the 53.10 DOT grant for Mobility Manager.</p>
<p>What/Who generates the work which is to be done? The public? The department itself? Another department within the County?</p>	<p>Washburn County residents in need of transportation services.</p>
<p>Is this work currently being performed by someone else? If yes, how and by whom?</p>	<p>No</p>

# Washburn County Personnel Requisition Form

Date: 06/21/22       New Position       Position Vacancy       Position Change

**POSITION INFORMATION:**

Position Title: Mobility Manager/Transportation Coordinator      Department: ADRC/Aging

Effective Date: 01/01/2023

Position Type:       Full Time       Part Time       LTE       Casual

Reason for Request: Due to the additional duties required of the front office staff with the reorganization of the ADRC and the growth of the Washburn ADRC/Aging Transportation Program, split duties and added the certification position of Mobility Manager.

Why is position required or why can't present employees complete the work or why can't position be contracted?  
Washburn County Aging provides the 85.21 DOT transportation services and we will be applying for the additional 53.10 DOT grant for mobility management services.

Is office space, furniture and office equipment available?     Y     N

If not, explain plan to obtain:

**WAGES/BENEFITS/FUNDING:**

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total
\$20.62	1950	\$40,209.00	\$2,613.59	\$3,075.99	\$1,447.60	\$24,639.04	\$71,985.22
Fiscal impact							\$30,992.22

Total cost for other equipment and/or training?

Is this request budgeted?     YES     NO    List the funding source: Partially 85.21 DOT Transportation. Will apply for 53.10 DOT Mobility Management Grant Funding. Investigating the possibility of becoming a Medicaid transportation provider. Would be willing to take over the Washburn County Veterans Service Office duties for medical and other transportation scheduling.

**FISCAL ANALYSIS (from above):**

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	0
Wages and Benefits	\$71,985.22
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	0
Training Expenses (Including memberships)	\$500.00
Computer Equipment (e.g. hardware, software, wiring, etc.)	\$1,500.00
Office Furniture and Supplies	\$1,500.00
Renovation/Relocation Costs	0

<b>POSITION DESCRIPTION</b>		Position #: 6111.350.01	
Class Title: Mobility Manager/Transportation Coordinator		Wage Range: P2015-07-2080	
Department: ADRC/Aging	Location: Shell Lake	FT	Date: 06/2022

**PURPOSE OF POSITION:**

The Mobility Manager/Transportation Coordinator is responsible the administrative oversight and management of the Specialized Transportation Program in accordance with state and federal laws, rules, and regulations. Assist all transportation staff in securing transportation through the One Call- One Click Center. To help coordinate safe, reliable, and affordable transportation for the elderly, disabled, veterans, and caregivers of Washburn County, using the best suited travel options available. This position works under the direction of the ADRC Director/Aging Director.

**PRIMARY DUTIES/ESSENTIAL JOB FUNCTIONS:** (Illustrative Only)

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform the job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required or assigned by supervisor.

**Mobility Manager/Transportation Coordinator Duties**

- ✓ Assists Director in strategies for expansion of routes and services with collected data.
- ✓ Guides staff and volunteers, using the best practices of mobility management techniques and agency coordination.
- ✓ Serves as an advocate to community leaders, acts as a committee member where needed.
- ✓ Attends community meetings regarding current transportation related plans.
- ✓ Provides direct outreach to area businesses, medical facilities, employers, and care management companies to secure needed trips for the elderly, disabled, veterans, and caregivers.
- ✓ Plans and coordinates special event trips for community groups.
- ✓ Creates and manages public presentations on the benefits of mobility management and transportation.
- ✓ Builds supportive community networks.
- ✓ Willing to research technological advances that increase travel options, and/or convenience or cost.
- ✓ Willing to travel for meetings, training, and networking.
- ✓ Coordinates & Schedules Specialized Transportation.
- ✓ Pursues partnerships with local providers to increase revenue and donations.
- ✓ Assists and educates Benefit Specialists with information and materials related to transportation.
- ✓ Supervises and schedules drivers and volunteers.
- ✓ Coordinate, schedule, and facilitate training for all drivers and volunteers.
- ✓ Yearly verification of all Specialized Transportation drivers', both paid and volunteer, training credentials, driver's license, and proof of insurance.
- ✓ Schedule maintenance for all department vehicles.
- ✓ Responsible for organizing and scheduling routes and pick-up times; working cooperatively with agency staff, elderly clients, and other agencies.
- ✓ Maintain all local transportation option information, schedules, and fees.
- ✓ Provides ongoing promotion of the benefits of the Specialized Transportation Program to the public through public presentations, outreach events, social media, website, brochures, newspaper articles, radio, etc.
- ✓ Gathers public and consumer input and feedback regularly about the Transportation Program through surveys, listening sessions, public hearings, and forums.
- ✓ Acts as an advocate for the Specialized Transportation Program and the expansion of transportation services in rural communities.
- ✓ Attends educational trainings and conferences as required or relates to the position.
- ✓ Prepare monthly department of transportation (DOT) reports for 85.21 and other grants.
- ✓ Assists in application of transportation grant opportunities.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, stand, talk, see, and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close and far vision and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:**

- Multi-line telephone system, computers, software systems, social media, virtual technology, copy/fax machine; postage machine, calculator, cell phone, and various types of vehicles for the transportation program.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee normally works in a pleasant office environment. The noise level in the work environment is usually quiet.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Personnel/Benefits Director

\_\_\_\_\_ Date

06/2022

RESOLUTION # \_\_\_\_\_

**RESOLUTION TO APPROVE NEW FULL TIME POSITION OF ADMINISTRATIVE ASSISTANT/MARKETING & HEALTH PROMOTIONS COORDINATOR FOR THE 2023 BUDGET – AGING/ADRC**

**WHEREAS**, due to the upcoming reorganization of the Aging & Disabilities Resource Center (ADRC) and merging with the Washburn County Unit on Aging, there will be additional duties and responsibilities for staff; and,

**WHEREAS**, the current position of Receptionist/Transportation Coordinator is being proposed to be split into two positions; one of these positions would be restructured as an Administrative Assistant with the added duties of marketing and health promotion services; and,

**WHEREAS**, this position would be responsible for the ADRC required front reception duties, answering phone lines for both the ADRC and Aging departments, assisting with the development and updates of ongoing marketing and outreach, data input for state programs upon which reimbursement is based and would serve as back-up for the Transportation Coordinator; and,

**WHEREAS**, this position will be partially funded with budgeted ADRC/Aging grant funds and Medicaid drawdown for this position, plus additional funding for Transportation Services may be available via the 53.10 DOT Grant; and,

**THEREFORE BE IT RESOLVED**; that the new full time position of Administrative Assistant/Marketing & Health Promotions Coordinator for the ADRC/Aging be approved for inclusion in the 2023 budget according to policy by the Washburn County Board of Supervisors.

**FISCAL IMPACT:** Wages & Benefits \$69,239.05, Other Expenses \$450; Total \$69,689.05  
minus funding of \$40,831.41 = \$28,857.64 levy requested for 2023  
(may be no fiscal impact to levy if 53.10 DOT Grant is received)

Recommended for adoption by the Washburn County Personnel Committee on the 7<sup>th</sup> day of July, 2022 and approved by the Washburn County Board of Supervisors this 19<sup>th</sup> day of July, 2022.

\_\_\_\_\_  
Dave Wilson, Chair

\_\_\_\_\_  
Hank Graber, Vice-Chair

\_\_\_\_\_  
Linda Featherly, Member

\_\_\_\_\_  
Mark Radzak, Member

\_\_\_\_\_  
Jocelyn Ford, Member

# Washburn County Personnel Requisition Form

Date: 06/21/22     
  New Position     
  Position Vacancy     
  Position Change

**POSITION INFORMATION:**

Position Title: ADRC Administrative Assistant/Marketing Coordinator/Health Promotions Coordinator     
 Department: ADRC

Effective Date: 01/01/2023

Position Type:     
  Full Time     
  Part Time     
  LTE     
  Casual

Reason for Request: Reorganization of ADRC with required duties and positions.

Why is position required or why can't present employees complete the work or why can't position be contracted? With the reorganization of the ADRC and state required duties, we needed to split the transportation program from the front desk responsibilities. The required duties of marketing and Health Promotion services, have replaced the transportation duties in this job description.

Is office space, furniture and office equipment available?   
 Y   
 N

If not, explain plan to obtain:

**WAGES/BENEFITS/FUNDING:**

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total
\$18.21	2080	\$37,876.80	\$2,461.99	\$2,897.58	\$1,363.64	\$24,639.04	\$69,239.05
Fiscal impact							\$28,857.64

Total cost for other equipment and/or training?

Is this request budgeted?   
 YES   
 NO   
 List the funding source: *See below; partially funded*

**FISCAL ANALYSIS (from above):**

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	\$200.00
Wages and Benefits	\$69,239.05
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	0
Training Expenses (Including memberships)	\$250.00
Computer Equipment (e.g. hardware, software, wiring, etc.)	0
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
<i>Revenues (Use Negative #) Previously budgeted ADRC/Aging grant funds &amp; Medicaid drawdown for front office position.</i>	-\$40,831.41
<b>TOTAL:</b>	\$28,857.64

*-Levy*

## DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

*Cells will expand as you type.*

<p>Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?</p>	<p>Yes</p>
<p>What are the major functions or examples of work performed of the proposed position?</p>	<p>The Administrative Assistant/Marketing Coordinator/Health Promotions Coordinator will act as our front office Reception/Administrative Assistant for ADRC and Aging services. This position will assist with the development and updates of the ongoing marketing, outreach, and public informational materials which target populations we serve. Duties will include updates to the ADRC Resource Guide, website, social media, office lobby television, and coordinate health promotions programming. This staff member will act as back-up for the Transportation Coordinator ride scheduling. This position works under the direction of the Aging Director/ADRC Supervisor.</p>
<p>Minimum Educational Requirements and minimum experience for this position?</p>	<p>Completion of a standard high school course with vocational or technical school courses in secretarial, administrative, marketing or related field desirable. An equivalent combination of training and experience providing the essential knowledge, skills and abilities may also be considered. Experience in clerical work which shall have involved record keeping and compiling reports. This position is responsible for assisting the agency with its internal and external communications, creating and managing marketing, educational and outreach materials. Candidates must also have proficiency in desktop publishing, website management, and social media. They must also be well-organized, demonstrate initiative, and be able to communicate accurately and effectively.</p> <p>Must maintain a valid Wisconsin driver's license and provide proof of automobile insurance. Must successfully pass caregiver and criminal background check.</p>
<p>Knowledge Skills and Abilities?</p>	<p>Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software. Ability to establish and maintain accurate records of assigned activities and operations. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision. Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.</p>
<p>What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)</p>	<p>Position Reclassification due to state requirement of the ADRC.</p>
<p>What/Who generates the work which is to be done? The public? The department itself? Another department within the County?</p>	<p>The department ADRC and Aging programs.</p>
<p>Is this work currently being performed by someone else? If yes, how and by whom?</p>	<p>N/A</p>
<p>How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)</p>	<p>See Attached.</p>



How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	This position is supervised by the Aging Director/ADRC Supervisor.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Mobility Manager/Transportation Coordinator, Fiscal Assistant, Nutrition Director, Director and other assigned staff or volunteers if able.
Are there alternatives to the services that this individual would provide? If yes, explain.	No
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	This position is responsible for front reception and answering phone lines for both the ADRC and Aging departments, entering all required state data input for Aging Programs, Marketing and Health Promotion Coordination.
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	No
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes
How does this position fit into the long-range and strategic plans of the Department and/or County?	The long range plans of the ADRC and Aging programs are that there will continue to be a need to increase the number of staff, because of the drastic growth of older adults and adults with disabilities in Washburn County and their continuing needs for services.

Justification for request or general remarks/comments about the position:

Approvals:

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct.	<b>DATE:</b>	
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Committee of Jurisdiction:

<b>COMMITTEE:</b>	Approved _____ Denied _____ Comments _____	<b>DATE:</b>	
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COMMITTEE APPROVALS:

<b>PERSONNEL COMMITTEE:</b>	Approved _____ Denied _____ Comments _____	<b>DATE:</b>	
<b>COUNTY BOARD (IF NECESSARY)</b>	Approved _____ Denied _____ Comments _____	<b>DATE:</b>	

<b>POSITION DESCRIPTION</b>		Position #: 6111.350.01	
Class Title: Administrative Assistant/Marketing Coordinator/Health Promotions Coordinator		Wage Range: P2015-07-2080	
Department: ADRC/Aging	Location: Shell Lake	FT	Date: 6/2022

**PURPOSE OF POSITION:**

The front office Administrative Assistant is responsible for providing administrative and program support to the ADRC and Aging programs, while providing exemplary customer service to members of the public. This position will assist with the development and updates of the ongoing marketing, outreach, and public informational materials which target populations we serve. Duties will include updates to the ADRC Resource Guide, website, social media, office lobby television, coordinate health promotions programming, and will act as back-up for the Transportation Coordinator ride scheduling. This position works under the direction of the ADRC Director/Aging Director.

**PRIMARY DUTIES/ESSENTIAL JOB FUNCTIONS:** (Illustrative Only)

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform the job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required or assigned by supervisor.

➤ **Duties**

- ✓ Provide excellent customer service to internal and external customers in person, via telephone, virtually, general agency email, and by written form. Greets, receives and screens visitors and customers; addresses and resolves customer questions as able and refers complex inquiries, requests, or complaints to relevant staff. Refers the public to emergency services when appropriate.
- ✓ Demonstrates professional, courteous customer service to clients and other staff, consistent with Washburn County Core Values.
- ✓ Provide upkeep to the lobby areas to ensure they are clean, safe, and welcoming; contacting maintenance if areas need to be serviced.
- ✓ Skillful in use of a multi-line telephone system by answering, screening, and forwarding all incoming phone calls.
- ✓ Proficient knowledge and ability to use computers, software, and related technology.
- ✓ Highly skilled data entry, while paying close attention to accuracy and attention to detail.
- ✓ Assist in creating social media posts and events, like comments, and reply to messages on behalf of agency.
- ✓ Work with staff specialists to write, design, edit, and manage communication materials including brochures, program ads, displays, issue briefs, presentations, flyers, newsletter and other materials as needed for print, web, and other mediums.
- ✓ Manage ADRC website including look and feel (aesthetic), navigation, and site content.
- ✓ Write and issue press releases, media advisories, and letters to the editor to promote ADRC services and advocacy initiatives.
- ✓ Assist with maintaining digital signage in reception room waiting area.
- ✓ Assist customers and staff with virtual technology and events.
- ✓ Handles, sorts, copies, logs, files, prepares and distributes a variety of materials and correspondence, deliveries, and mail; sorts and prepares outgoing mail and documents for pickup; retrieves, delivers, and sends faxes.
- ✓ Composes routine correspondence; proofreads and edits; enters, scans, updates, submits, and maintains information in spreadsheets, databases, reports, and the Focus for Life newsletter.
- ✓ Process deposits for the office.
- ✓ Process, print, and mail private billing for Home Delivered Meal & Congregate Meal Programs.
- ✓ Organizes, coordinates and manages the recruitment and training of volunteers for the office and health promotion programs.

➤ **Maintains the Social Assistance Management System (SAMS) Database**

- ✓ Data entry for all Aging and Disability programs.

- ✓ Coordinate with Aging Fiscal for consistent reporting.
  - ✓ Attend all trainings as required.
  - ✓ Follow directives of State of WI for making all corrections by deadlines given.
  - ✓ Processes reports from SAMS.
- **Maintains SchedulesPlus software for Aging Programs**
- ✓ Coordination of this cloud solution for contact management, calendar scheduling, activity registration, volunteer management, payments, donations, services, mailing lists, surveys, and many other tasks performed daily in the Aging Unit.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of administrative policies and procedures of the County.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of open records laws.

**EXPERIENCE AND TRAINING REQUIRED:**

- Completion of a standard high school course with vocational or technical school courses in secretarial, administrative, marketing or related field desirable. An equivalent combination of training and experience providing the essential knowledge, skills and abilities may also be considered.
- Experience in clerical work which shall have involved record keeping and compiling reports. This position is responsible for assisting the agency with its internal and external communications, creating and managing marketing, educational and outreach materials. Candidates must also have proficiency in desktop publishing, website management, and social media. They must also be well-organized, demonstrate initiative, and be able to communicate accurately and effectively.
- Must maintain a valid Wisconsin driver's license and provide proof of automobile insurance.
- Must successfully pass caregiver and criminal background check.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, stand, talk, see, and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close and far vision and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:**

- Multi-line telephone system, computers, software systems, virtual technology, copy/fax machine; postage machine, calculator, cell phone, desktop publishing, website management, and social media.
- 

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee normally works in a pleasant office environment. The noise level in the work environment is usually quiet.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Personnel/Benefits Director

\_\_\_\_\_ **Date**

06/2022

RESOLUTION # \_\_\_\_\_

**RESOLUTION TO APPROVE NEW FULL TIME POSITION OF DEMENTIA CARE SPECIALIST (DCS)/CAREGIVER SUPPORT COORDINATOR FOR THE 2023 BUDGET – AGING/ADRC**

**WHEREAS**, due to the upcoming reorganization of the Aging & Disabilities Resource Center (ADRC) and merging with the Washburn County Unit on Aging, there will be additional duties and responsibilities for staff; and,

**WHEREAS**, Wisconsin DHS requires a Dementia Care Specialist and both the ADRC/Aging requires a staff member to oversee the local Wisconsin Caregiver Support program; and,

**WHEREAS**, this combined full time position would be responsible for creating a dementia capable ADRC, dementia friendly communities and provide dementia specific information and resources to providers, agencies, persons with dementia, caregivers and the community as well as providing information and assistance to connect families with in-home care providers, respite services and other caregiver resources in the area; and,

**WHEREAS**, this position will be funded with budgeted ADRC grant funds, Dementia Care Specialist Grant and Medicaid drawdown funds with fiscal impact being for one-time operating expenses only as indicated on the requisition; and

**THEREFORE BE IT RESOLVED**; that the new full time position of Dementia Care Specialist (DCS)/Caregiver Support Coordinator be approved for inclusion in the 2023 budget according to policy by the Washburn County Board of Supervisors.

**FISCAL IMPACT:** Wages & Benefits \$80,205.36, Other Expenses \$3950; Total \$84,155.36 minus funding of \$82,994.14 = \$1161.22 levy requested for 2023

Recommended for adoption by the Washburn County Personnel Committee on the 7<sup>th</sup> day of July, 2022 and approved by the Washburn County Board of Supervisors this 19<sup>th</sup> day of July, 2022.

\_\_\_\_\_  
Dave Wilson, Chair

\_\_\_\_\_  
Hank Graber, Vice-Chair

\_\_\_\_\_  
Linda Featherly, Member

\_\_\_\_\_  
Mark Radzak, Member

\_\_\_\_\_  
Jocelyn Ford, Member

# Washburn County Personnel Requisition Form

Date: 06/21/22     
  New Position     
  Position Vacancy     
  Position Change

**POSITION INFORMATION:**

Position Title: Dementia Care Specialist (DCS)/Caregiver Support Coordinator      Department: ADRC

Effective Date: 01/01/2023

Position Type:       Full Time       Part Time       LTE       Casual

Reason for Request: Washburn County reorganization of a stand-alone ADRC. WI DHS requires a Dementia Care Specialist and both the ADRC and Aging Department require a staff member to oversee the local WI Caregiver Support program. Requesting to make this a Full Time position by combining the two job duties for the integrated agency.

Why is position required or why can't present employees complete the work or why can't position be contracted?  
Resignation of current staff member.

Is office space, furniture and office equipment available?     Y     N  
If not, explain plan to obtain:

**WAGES/BENEFITS/FUNDING:**

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total
\$24.20	1950	\$47,190.00	\$3,067.35	\$3,610.04	\$1,698.93	\$24,639.04	\$80,205.36
Fiscal impact							\$1,161.22

Total cost for other equipment and/or training?

Is this request budgeted?     YES     NO    List the funding source: *See below.*

**FISCAL ANALYSIS (from above):**

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	\$200.00
Wages and Benefits	\$80,205.36
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	\$1,500.00
Training Expenses (Including memberships)	\$250.00
Computer Equipment (e.g. hardware, software, wiring, etc.)	\$1,500.00
Office Furniture and Supplies	\$500.00
Renovation/Relocation Costs	0
Revenues (Use Negative #) ADRC grant, Dementia Care Specialist grant & Medicaid drawdown.	-\$82,994.14
<b>TOTAL:</b>	\$1,161.22

# DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

*Cells will expand as you type.*

<p>Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?</p>	<p>Yes</p>
<p>What are the major functions or examples of work performed of the proposed position?</p>	<p>The Dementia Care Specialist (DCS) responsible for creating a dementia capable Aging and Disability Resource Center (ADRC), dementia friendly communities, and provide dementia specific information and resources to providers, agencies, persons with dementia, caregivers, and the community. The ADRC Caregiver Support Coordinator provides free and unbiased information and assistance to connect families with in-home care providers, respite services and other caregiver resources in the area.</p>
<p>Minimum Educational Requirements and minimum experience for this position?</p>	<p>Bachelor of Arts or Science degree is required, preferably in the health or human services related field. At least one year of full-time paid experience working directly with multiple people with dementia and family or informal caregivers (for example, providing direct care, caregiver support, support group facilitation, residential care management, home care). Expertise and knowledge regarding older adults, dementia, dementia care and support, family and informal caregiver needs, and challenging behaviors.</p>
<p>Knowledge Skills and Abilities?</p>	<p>Excellent written and oral communication skills. Ability to travel to consumers' homes, when necessary. Ability to attend and successfully complete initial and ongoing training as required by the Wisconsin Department of Health Services (DHS) and the Aging and Disability Resource Center (ADRC). Able to attend regional and statewide trainings requiring travel and some overnight stays. Must possess a valid driver's license and access to insured and reliable transportation. Follow directions and work without close supervision; organizational and public relations skills; ability to maintain accurate records; math knowledge and ability to complete reports, use of computer, fax, printer, and email; ability to get along with people, especially the elderly and disabled.</p>
<p>What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)</p>	<p>Position created due to requirements of a stand-alone ADRC.</p>
<p>What/Who generates the work which is to be done? The public? The department itself? Another department within the County?</p>	<p>Residents of Washburn County with dementia and caregivers of residents all ages. To provide education and spread awareness to local businesses, organizations, and agencies of people with dementia and the struggle of caregivers throughout the community.</p>
<p>Is this work currently being performed by someone else? If yes, how and by whom?</p>	<p>Barron County currently employs 1.5 Dementia Care Specialists and a Health Promotions/Caregiver Support Coordinator that have been providing services in Washburn County</p>
<p>How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)</p>	<p>See Attached.</p>
<p>How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)</p>	<p>The work is performed under the direction and supervision of the Washburn County ADRC Supervisor, in close collaboration with DHS DCS and Caregiver programming staff, who provide training and support for these positions.</p>
<p>Who would perform the duties of this position when the incumbent is on vacation or using sick time?</p>	<p>Short term, a wait list would be created until returns. The I&amp;A assists with memory screens only. Currently several staff have been trying to keep the Caregiver program going locally, but we do not have enough time to give this program the full support it needs.</p>

Are there alternatives to the services that this individual would provide? If yes, explain.	No.
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	This position is required by the ADRC contract of services with the Wisconsin Department of Health Services.
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	No
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes
How does this position fit into the long-range and strategic plans of the Department and/or County?	The long range plans of the ADRC is that there is and will continue to be a need to increase the number of staff, because of the drastic growth of people with dementia and caregivers in Washburn County with their continuing needs for services.

Justification for request or general remarks/comments about the position:

Approvals:

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct.	<b>DATE:</b>	
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Committee of Jurisdiction:

<b>COMMITTEE:</b>	Approved                      Denied Comments	<b>DATE:</b>	
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HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is:  Approved     Not Approved

Comments:

Human Resources Director: \_\_\_\_\_ Date: \_\_\_\_\_

COMMITTEE APPROVALS:

<b>PERSONNEL COMMITTEE:</b>	Approved                      Denied Comments	<b>DATE:</b>	
<b>COUNTY BOARD (IF NECESSARY)</b>	Approved                      Denied Comments	<b>DATE:</b>	



<b>Position Description</b>		Job Code:	<b>PT</b>
Class Title: Dementia Care Specialist (DCS)/ Caregiver Support Coordinator		Incumbent:	Wage Scale: Range 11-2080 Should be same as EBS & DBS
Department: ADRC	Supervisory Responsibilities: None	Location: Shell Lake	Date: 06-2022

**PURPOSE OF POSITION:**

Dementia Care Specialists provide free information and assistance to adults with memory or cognitive concerns, or who have a dementia diagnosis. Dementia Care Specialists also provide information and support to family members and friends who are providing care to a person with memory concerns. This position is responsible for creating a dementia capable Aging and Disability Resource Center (ADRC), dementia friendly communities, and provide dementia specific information and resources to providers, agencies, persons with dementia, caregivers, and the community.

The Caregiver Support Coordinator provides support to caregivers. Being responsible for someone else can feel overwhelming if the role is unexpected or interferes with job responsibilities. This is why Wisconsin offers family members and other informal caregiver programs and education opportunities that can make being a caregiver more manageable. The ADRC Caregiver Support Coordinator provides free and unbiased information and assistance to connect families with in-home care providers, respite services and other caregiver resources in the area. These ADRC staff are trained to navigate individuals through immediate crises and provide decision-making counseling so that caregivers are able to make informed decisions. The coordinators can also refer families to other professionals that provide legal advice and financial planning services, including information about Social Security, Medicare and Medicaid benefits. The Coordinator can provide virtual and in-person services and supports that help family members and informal caregivers, such as a neighbor or friend, care for older adults at home. The program prioritizes services to low-income families and older adults with dementia, but one does not have to be low income or have dementia in order to participate. It is available to any person providing care to an adult age 60+, or any grandparents or other relatives age 55+ who are the primary caregivers for youth under the age of 19.

The work of the Dementia Care Specialist/Caregiver Support Coordinator is performed under the direction and supervision of the ADRC of Washburn County Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop referral relationships with physicians, dementia diagnostic clinics, and other health care providers.
- Provide dementia-specific consultation and technical assistance related to cognitive screening and individual and family caregiver issues to adult protective services (APS) agencies, crisis response systems, county and tribal aging offices, Aging and Disability Resource Center (ADRC) staff members, and other county agencies, as requested.
- Provide at least two approved evidence-based or evidence-informed interventions, one specifically designed for family caregivers, as part of ongoing activities.
- Maintain fidelity to the intervention model and accommodate families' schedules for meetings (for example, evenings and weekends, when necessary).
- Provide volunteer training and guidance to expand the reach of the goals of the Dementia

- Care Specialist (DCS) Program and WI Caregiver Support Program.
- Collaborate actively and develop referral protocols with local, regional, and statewide dementia and caregiver organizations.
- Offer and provide person-centered support when memory screens are positive to assure opportunities for follow-up with a primary care provider are available in accordance with the individual's preferences.
- Offer and provide dementia care consultations for individuals with dementia and/or their caregivers.
- Coordinate with other ADRCs, county and tribal aging units, APS, and other county staff members and be available for joint or independent home visits.
- Serve as a catalyst for developing and implementing strategies to create and sustain dementia-friendly communities in the ADRC service area.
- Provide outreach and awareness to professionals, employers, organizations, and the general community about the ADRC and available dementia and caregiver services.
- Maintain current knowledge of dementia, research findings, new evidence-based interventions, and other innovations for people living with dementia and their caregivers.
- Participate actively in DCS and Caregiver statewide and regional meetings and training programs.
- Assist colleagues by sharing experiences. Mentor new DCS staff and provide materials and products to other ADRCs, as requested.
- Provide conference workshops as requested and appropriate to increase the awareness of dementia and caregiver available services.
- Complete 100% time reporting, collect and report program data, and contribute to DCS program evaluation.

**DISTINGUISHING FEATURES OF THE POSITION:** (general duties and responsibilities)

- Maintains client confidentiality and confidentiality of client information.
- Demonstrates professional, courteous customer service to clients and other staff, consistent with County Core Values.

**EXPERIENCE AND TRAINING REQUIRED:**

- Bachelor of Arts or Science degree is required, preferably in the health or human services related field.
- At least one year of full-time paid experience working directly with multiple people with dementia and family or informal caregivers (for example, providing direct care, caregiver support, support group facilitation, residential care management, home care).
- Expertise and knowledge regarding older adults, dementia, dementia care and support, family and informal caregiver needs, and challenging behaviors.
- Skills and experience in facilitating small group learning and discussion programs.
- Experience with family caregivers of people with dementia and family dynamics.
- Experience in developing collaborative relationships, preferably with community organizations and health care professionals.
- Competence in public speaking and engaging community members and professionals.
- Ability to provide culturally competent services and supports.
- Ability to function independently and be resourceful in the roles undertaken.
- Ability to adjust work hours to meet with program participants and to provide community and employer outreach and educational programs.
- Basic computer skills, including the ability to record and report program data and information
- Valid Wisconsin driver's license and the ability to travel for community events and to make home visits.

- Able to attend regional and statewide trainings requiring travel and some overnight stays.
- Must possess a valid driver's license and access to insured and reliable transportation.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:**

Telephone systems; mainframe computer terminal; personal computer including word processing software; copy machine; postage machine; fax machine; calculator.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee normally works in a pleasant office environment. The noise level in the work environment is usually quiet.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Personnel/Benefits Coordinator

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

Effective Date: 6/2022

**RESOLUTION # \_\_\_\_\_**

**RESOLUTION APPROVING PART TIME (.5 FTE) POSITION FOR ASSISTANT  
CVSO - VETERANS SERVICE OFFICE**

**WHEREAS**, Washburn County had previously approved a .75 LTE Administrative Assistant position in the Veterans Service Office to assist in meeting departmental demands; and

**WHEREAS**, there have been times when members of our community have not been able to receive immediate services due to staffing issues; and,

**WHEREAS**, in order to continue to maintain an appropriate level of services, meet deadlines and provide for the health and well-being of staff, it is being requested that the .75 LTE Administrative Assistant position be reclassified as a .5 FTE Part Time position as an Assistant County Veterans Service Officer; and,

**WHEREAS**, this position will allow the department director and staff to better meet the needs of the community and has been fully recommended and approved by the Veterans & Military Affairs Committee.

**THEREFORE BE IT RESOLVED**; that the new .5 FTE Part Time position of Assistant CVSO be approved for inclusion in the 2023 budget according to policy by the Washburn County Board of Supervisors.

**FISCAL IMPACT: \$49,956.29 Levy**

Recommended for adoption by the Washburn County Personnel Committee this 7th day of July, 2022 and approved by the Washburn County Board of Supervisors this 19<sup>th</sup> day of July, 2022.

\_\_\_\_\_  
Dave Wilson, Chair

\_\_\_\_\_  
Hank Graber, Vice Chair

\_\_\_\_\_  
Linda Featherly, Member

\_\_\_\_\_  
Mark Radzak, Member

\_\_\_\_\_  
Jocelyn Ford, Member

# Washburn County Personnel Requisition Form

Date: 7/19/2022	<input type="checkbox"/> New Position	<input type="checkbox"/> Position Vacancy	<input checked="" type="checkbox"/> Position Change
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**POSITION INFORMATION:**

Position Title: Assistant CVSO PT	Department: Veterans
Effective Date:	
Position Type: <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> LTE <input type="checkbox"/> Casual	
Reason for Request: Conversion from LTE to permanent	
Why is position required or why can't present employees complete the work or why can't position be contracted? This is a conversion with current employees, the position requires National Accreditation in order to conduct Veteran transactions with the VA.	
Is office space, furniture and office equipment available? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
If not, explain plan to obtain:	

**WAGES/BENEFITS/FUNDING:**

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Benefits	Total
24.71	1040	25698.40	1747.47	1965.93	45.90	18499.24	47956.96

Is this request budgeted?     YES     NO    List the funding source:

**FISCAL ANALYSIS (from above):**

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	0
Wages and Benefits	
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	0
Training Expenses (Including memberships)	500
Computer Equipment (e.g. hardware, software, wiring, etc.)	0
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
<b>TOTAL:</b>	<b>500</b>

## DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

*Cells will expand as you type.*

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	Yes
What are the major functions or examples of work performed of the proposed position?	Assisting the Counties Veterans with benefit applications and tracking; assist the CVSO in the Veteran Outreach program
Minimum Educational Requirements and minimum experience for this position?	High School Graduate
Knowledge Skills and Abilities?	Knowledge of Veteran Benefits from the Federal, State, and local governments. Working knowledge of Microsoft office suite
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Increased workload
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	The public and the department generates the work
Is this work currently being performed by someone else? If yes, how and by whom?	No
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Parallel position to existing Asst CVSO FT
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	None, direct subordinate to the CVSO
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	The Asst CVSO and CVSO
Are there alternatives to the services that this individual would provide? If yes, explain.	No
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	The department would lose flexibility with assigned tasks, public outreach would be hindered by the lack of resources (time and personnel)
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	No
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes
How does this position fit into the long-range and strategic plans of the Department and/or County?	It ensures that the office will be open to the public for benefits and Veteran outreach.

Justification for request or general remarks/comments about the position:



RESOLUTION # \_\_\_\_\_

**RESOLUTION APPROVING LTE RECEPTIONIST/TRANSPORTATION PROGRAM  
COORDINATOR – AGING/ADRC**

**WHEREAS**, there is a temporary vacancy in the Aging/ADRC for the Receptionist/Transportation Program Coordinator due to ongoing medical leave; and,

**WHEREAS**, the HR Department has been diligently working with temporary staffing agencies to assist in filling this temporary need without results to date; and,

**WHEREAS**, other staff members in Aging/ADRC have been trying to fill in as much as possible but are at the point where they are not getting their own work completed; and,

**WHEREAS**, policy requires any new position to come before the Washburn County Board of Supervisors; and,

**WHEREAS**, this position is already budgeted and will have no additional fiscal impact.

**THEREFORE BE IT RESOLVED**; that the position for LTE Receptionist/Transportation Program Coordinator be approved by the Washburn County Board of Supervisors to take effective immediately.

**FISCAL IMPACT: \$9721.27 for up to 500 hours for LTE; included in current budget**

Recommended for adoption by the Washburn County Personnel Committee this 7th day of July, 2022 and approved by the Washburn County Board of Supervisors this 19<sup>th</sup> day of July, 2022.

\_\_\_\_\_  
Dave Wilson, Chair

\_\_\_\_\_  
Hank Graber, Vice Chair

\_\_\_\_\_  
Linda Featherly, Member

\_\_\_\_\_  
Mark Radzak, Member

\_\_\_\_\_  
Jocelyn Ford, Member



# Washburn County Personnel Requisition Form

Date: 05/12/22       New Position       Position Vacancy       Position Change

**POSITION INFORMATION:**

Position Title: LTE Receptionist/Transportation Program Coordinator      Department: Washburn County Aging/ADRC

Effective Date: 06/01/22

Position Type:       Full Time       Part Time       LTE       Casual

Reason for Request: Required Position Vacancy due to FMLA

Why is position required or why can't present employees complete the work or why can't position be contracted? FTE Receptionist/Transportation Program Coordinator FMLA

Is office space, furniture and office equipment available?       Y       N

If not, explain plan to obtain:

**WAGES/BENEFITS/FUNDING:**

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total	
17.66	500	\$8,830.00	N/A	\$675.50	\$15.77	N/A	\$9,521.27	Current

Total cost for other equipment and/or training? N/A

Is this request budgeted?       YES       NO      List the funding source: This position is already budgeted and that current employee is on FLMA without pay, due to no sick or vacation available.

**FISCAL ANALYSIS (from above):**

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	\$200.00
Wages and Benefits	\$9,251.27
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	0
Training Expenses (Including memberships)	\$
Computer Equipment (e.g. hardware, software, wiring, etc.)	0
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
<b>TOTAL:</b>	<b>\$9,721.27</b>

## DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

*Cells will expand as you type.*

<p>Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?</p>	<p>Yes</p>
<p>What are the major functions or examples of work performed of the proposed position?</p>	<p>The Receptionist is responsible for providing administrative and program support to the departments of Aging &amp; the ADRC, while providing exemplary customer service to members of the public. The Transportation Program Coordinator is responsible for the administrative oversight and management of the Specialized Transportation Program in accordance with state and federal laws, rules, and regulations. This position works under the direction of the Aging Director/ADRC Supervisor.</p>
<p>Minimum Educational Requirements and minimum experience for this position?</p>	<p>Completion of a standard high school course with vocational or technical school courses in secretarial, administrative or related field desirable. An equivalent combination of training and experience providing the essential knowledge, skills and abilities may also be considered. Experience in clerical work which shall have involved record keeping and compiling reports, in scheduling of manpower and/or vehicles, operation of various office machines and technology systems; or combination of experience and training to provide essential knowledge, skills, and abilities. Must maintain a valid Wisconsin driver's license and provide proof of automobile insurance. Must successfully pass caregiver and criminal background check.</p>
<p>Knowledge Skills and Abilities?</p>	<p>Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software. Ability to establish and maintain accurate records of assigned activities and operations. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision. Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.</p>
<p>What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)</p>	<p>Position Vacancy due to FTE on FMLA</p>
<p>What/Who generates the work which is to be done? The public? The department itself? Another department within the County?</p>	<p>The department, Aging and ADRC programs.</p>
<p>Is this work currently being performed by someone else? If yes, how and by whom?</p>	<p>Yes, other staff are trying to fill-in, but they are then not getting their own work completed.</p>
<p>How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)</p>	<p>See Attached.</p>
<p>How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)</p>	<p>The Transportation Coordinator oversees the paid and volunteer drivers. This position is supervised by the Aging Director/ADRC Supervisor.</p>
<p>Who would perform the duties of this position when the incumbent is on vacation or using sick time?</p>	<p>Fiscal Assistant, Nutrition Director, Director and other assigned staff or volunteers if able.</p>
<p>Are there alternatives to the services that this individual would provide? If yes, explain.</p>	<p>No</p>

What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	This position is responsible for front reception and answering phone lines for both the Aging and ADRC departments, entering all required state data input for Aging Programs, coordination of transportation services.
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	No
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes
How does this position fit into the long-range and strategic plans of the Department and/or County?	This is a temporary position until the FT Receptionist/Transportation Coordinator returns to work full-time.

Justification for request or general remarks/comments about the position:

Approvals:

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct.	<b>DATE:</b>	
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Committee of Jurisdiction:

<b>COMMITTEE:</b>	Approved _____ Denied _____ Comments _____	<b>DATE:</b>	
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COMMITTEE APPROVALS:

<b>PERSONNEL COMMITTEE:</b>	Approved _____ Denied _____ Comments _____	<b>DATE:</b>	
<b>COUNTY BOARD (IF NECESSARY)</b>	Approved _____ Denied _____ Comments _____	<b>DATE:</b>	

<b>POSITION DESCRIPTION</b>		Position #: 6111.350.01	
Class Title: LTE Receptionist/Transportation Program Coordinator		Wage Range: P2015-07-2080	
Department: Aging/ADRC	Location: Shell Lake	LTE	Date: 07/05/2022

**PURPOSE OF POSITION:**

The Receptionist is responsible for providing administrative and program support to the departments of Aging & the ADRC, while providing exemplary customer service to members of the public. The Transportation Program Coordinator is responsible for the administrative oversight and management of the Specialized Transportation Program in accordance with state and federal laws, rules, and regulations. This position works under the direction of the Aging Director/ADRC Supervisor.

**PRIMARY DUTIES/ESSENTIAL JOB FUNCTIONS: (Illustrative Only)**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform the job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required or assigned by supervisor.

➤ **Duties as Office Receptionist**

- ✓ Provide excellent customer service to internal and external customers in person, via telephone, virtually, general agency email, and by written form. Greets, receives and screens visitors and customers; addresses and resolves customer questions as able and refers complex inquiries, requests, or complaints to relevant staff. Refers the public to emergency services when appropriate.
- ✓ Demonstrates professional, courteous customer service to clients and other staff, consistent with Washburn County Core Values.
- ✓ Provide upkeep to the lobby areas to ensure they are clean, safe, and welcoming, contacting maintenance if areas need to be serviced.
- ✓ Skillful in use of a multi-line telephone system by answering, screening, and forwarding all incoming phone calls.
- ✓ Proficient knowledge and ability to use computers, software, and related technology.
- ✓ Highly skilled data entry, while paying close attention to accuracy and attention to detail.
- ✓ Assist in creating social media posts and events, like comments, and reply to messages on behalf of agency.
- ✓ Assist with maintaining and updating county webpage content.
- ✓ Assist with maintaining digital signage in reception room waiting area.
- ✓ Assist customers and staff with virtual technology and events.
- ✓ Handles, sorts, copies, logs, files, prepares and distributes a variety of materials and correspondence, deliveries, and mail; sorts and prepares outgoing mail and documents for pickup; retrieves, delivers, and sends faxes.
- ✓ Composes routine correspondence; proofreads and edits; enters, scans, updates, submits, and maintains information in spreadsheets, databases, reports, and the Focus for Life newsletter.
- ✓ Process deposits for the office.
- ✓ Process, print, and mail private billing for Home Delivered Meal, Congregate Meal, and Transportation Programs.
- ✓ Organizes, coordinates and manages the recruitment and training of volunteers for the office and the transportation program.

➤ **Maintains the Social Assistance Management System (SAMS) Database**

- ✓ Data entry for all Aging and Disability programs.
- ✓ Coordinate with Aging Fiscal for consistent reporting.
- ✓ Attend all trainings as required.
- ✓ Follow directives of State of WI for making all corrections by deadlines given.
- ✓ Processes reports from SAMS.

- **Maintains SchedulesPlus software for Aging Programs**
  - ✓ Coordination of this cloud solution for contact management, calendar scheduling, activity registration, volunteer management, payments, donations, rides, services, mailing lists, surveys, and many other tasks performed daily in the Aging Unit.
- **Coordinates Specialized Transportation Program**
  - ✓ Supervise and schedule Specialized Transportation Drivers.
  - ✓ Coordinate, schedule, and facilitate training for all Specialized Transportation Drivers.
  - ✓ Yearly verification of all Specialized Transportation drivers' both paid and volunteer, training credentials, driver's license, and proof of insurance.
  - ✓ Responsible for organizing and scheduling routes and pick-up times, working cooperatively with agency staff, elderly clients, and other agencies.
  - ✓ Maintain all local transportation option information, schedules, and fees.
  - ✓ Provides ongoing promotion of the benefits of the Specialized Transportation Program to the public through public presentations, outreach events, social media, website, brochures, newspaper articles, radio, etc.
  - ✓ Gathers public and consumer input and feedback regularly about the Transportation Program through surveys, listening sessions, public hearings, and forums.
  - ✓ Acts as an advocate for the Specialized Transportation Program and the expansion of transportation services in rural communities.
  - ✓ Attends educational trainings and conferences as required or relates to the position.
  - ✓ Records, inputs and updates all data for the Specialized Transportation Program.
  - ✓ Provide Benefit Specialists with updated materials and information related to transportation.
  - ✓ Prepares and sends agenda, attends, participates, and takes minutes of the Washburn County Transportation Coordinating Committee meetings.
  - ✓ Prepare and submit all Department of Transportation (DOT) reports for Special Transportation grants.
  - ✓ Schedule maintenance for all department vehicles.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of administrative policies and procedures of the County.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of open records laws.

**EXPERIENCE AND TRAINING REQUIRED:**

- Completion of a standard high school course with vocational or technical school courses in secretarial, administrative or related field desirable. An equivalent combination of training and experience providing the essential knowledge, skills and abilities may also be considered.
- Experience in clerical work which shall have involved record keeping and compiling reports, in scheduling of manpower and/or vehicles, operation of various office machines and technology systems; or combination of experience and training to provide essential knowledge, skills, and abilities.
- Must maintain a valid Wisconsin driver's license and provide proof of automobile insurance.
- Must successfully pass caregiver and criminal background check.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, stand, talk, see, and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close and far vision and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:**

- Multi-line telephone system, computers, software systems, social media, virtual technology, copy/fax machine; postage machine, calculator, cell phone, and various types of vehicles for the transportation program.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee normally works in a pleasant office environment. The noise level in the work environment is usually quiet.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Personnel/Benefits Director

\_\_\_\_\_ Date

Revision Date: 7/2022