



**Board of Riley County
Commissioners
Regular Meeting
Agenda
October 25, 2021**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. 2021 EMPG grant Application
4. Next Gen 911 agreement with KSU
5. Proclamation for Veterans Day 2021
6. Highway Use Permit, Evergy

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Oct 21, 2021 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Robbin Cole, Pawnee Mental Health Services Director

10. Pawnee Mental Health Services update

9:15 AM

David Adams, EMS Director

11. Staff Update

9:30 AM

Press Conference

12. Presentation of Veterans Day Proclamation - John Ford and Chuck Sexton (3-5 minutes)
13. Presentation of retirement plaque to Cathy Willard - John Ford (3 minutes)

14. Presentation of retirement plaque to Bret Volkel - John Ford (3 minutes)
15. Presentation of Laurie Harrison's Lifetime Membership Award - Butch Post (3-5 minutes)
16. Recognition of Cheryl Collins years of service to Riley County and Presentation of plaque - John Ford and Museum Staff (10 minutes)
17. 2021 General Election update - Rich Vargo (1-2 minutes)

10:00 AM Clancy Holeman, Counselor/Director of Administrative Services

18. Administrative Work Session
19. Pending County Projects County Counselor

10:10 AM Elizabeth Ward, Human Resource Manager

20. Request to fill - Museum Director/Curator
21. Request to Fill IT/GIS Director

12:00 PM Intergovernmental Luncheon

22. Intergovernmental Luncheon Agenda

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



EMERGENCY MANAGEMENT
Grant

Russel Stukey
Emergency Management
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

COMMISSION AGENDA REPORT

FROM: Laurie Harrison, Emergency Management Coordinator

MEETING: October 25, 2021

SUBJECT: 2021 EMPG grant Application

PRESENTER: Laurie Harrison, Emergency Management Coordinator

BACKGROUND

The Emergency Management Performance Grant (EMPG) program assists in enhancing and sustaining an all-hazards emergency management program. This grant is performance based. The period of performance for the FFY 2021 grant is January 1, 2021 through December 31, 2021. Riley County has participated in the EMPG program for more than 20 years.

DISCUSSION

The EMPG program provides federal funding through the state of Kansas to assist state and local governments in developing and carrying out emergency management programs. States receive EMPG funding from FEMA and, in turn, pass EMPG programs funding to local governments to reimburse them for emergency management eligible expenses.

FISCAL IMPACT

EMPG funds are to be used to supplement existing funds. The EMPG program requires a 50% match which can be cash or in-kind. Riley County received \$31,659 for FFY 2020 EMPG program.

RECOMMENDATION(S)

Riley County Emergency Management staff recommends signing the EMPG application form for participation in FFY 2021 EMPG program.

POSSIBLE MOTION(S)

Move to approve the 2021 EMPG grant application

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- EMPG Application (PDF)



APPLICATION FOR 2021 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) FUNDS Kansas Division of Emergency Management

Please contact Bret Rowe (bret.a.rowe.nfg@mail.mil) at (785) 646-2204 if you have any questions regarding this application.

1. County:	Riley
2. EMPG Status:	Current EMPG Program Participant New EMPG Program Participant

3. Briefly explain why these funds are needed to support the emergency manager/coordinator position:

EMPG funds assist in enhancing and sustaining an all-hazard emergency management program for the protection of life and property in our community

4. Select which description best describes the status of the emergency manager/coordinator:

Full-time, permanent staff whose primary responsibility is as the emergency manager/coordinator

Emergency manager/coordinator duties are assigned to full-time staff with other significant duties

Emergency manager/coordinator is a part-time, or seasonal position, or contracted

Emergency manager/coordinator duties are assumed as needed by other staff or elected officials

5. List the name and position title of each staff member whose position is funded through the EMPG Program:

List EMPG Program Funded Staff:	Indicate Full-Time or Part-Time:	If Part-Time, indicate number of hours worked per week:
Name: Laurie Harrison Position: Emerg Mgmt Coordinator	FT	
Name: Baldwin Fisher Position: Emerg Mgmt Planner	PT	20
Name: Position:		
Name: Position:		
Name: Position:		
Name: Position:		
Name: Position:		
Name: Position:		

6. Briefly describe the method used to code or track funded staff time spent on emergency management activities charged to the grant and/or used to meet local match requirements:

A special code is established with the treasurer's office.

7. Complete the EMPG Initial Annual Work Plan (proposed Statement of Work) and attach to application.



APPLICATION FOR 2021 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) FUNDS Kansas Division of Emergency Management

8. County's Point of Contact:

- Name: Russel Stukey
- County Emer Mgt Mailing Address: 115 N 4th St
Manhattan, KS 66502
- Telephone Number: 785-537-6333
- Cellphone Number: 620-364-6597
- Fax Number:
- Email Address: rstukey@rileycountyks.gov

9. County DUNS Number: 018077267

10. Authorization to Submit Application:

By signature below, We agree to comply with the organization audit requirements of 2 C.F.R. Part 200 (formerly OMB Circular A-133), Audits of States, Local Governments, and Non-Profit Organizations. A copy of these audits must be sent to KDEM thirty (30) days upon receipt. We further agree to comply with the standards put forth in 2 C.F.R. Part 200 (formerly OMB Circular A-87), Cost Principles for State, Local, and Indian Tribal Governments. We agree to comply with the requirements set forth by State Administrative Regulation 56-2-2 and comply with financial and performance reporting for this grant period.

We certify that we will accomplish the projected programs to the best of our ability, will provide the necessary support to accomplish completion and understand and agree that completion of, or progress toward, said projected programs is a condition for participation in the Emergency Management Performance Grant Program and/or other federally assisted programs.

Typed or Printed Name of Emergency Manager/Coordinator	Typed or Printed Name of Authorized Official
Russel Stukey	
Signature of Emergency Manager/Coordinator	Signature of Authorized Official
Typed Name of KDEM Deputy Director	Date Application Submitted to KDEM (MM/DD/YYYY)
Angee Morgan	
Signature of KDEM Deputy Director	

NOTE: Please complete and attach the Proposed Annual Work Plan (Statement of Work), Annual Budget form, Single Audit certification form, Summary Sheet for Certifications and Assurances, and also a current Position Description and updated Training report form (for newly-completed FEMA-mandated courses only) for any EMPG-funded personnel listed above. Obtain the signatures of the Emergency Management Director & Authorized official for the signature blocks in the above certification. The Authorized Official is an individual who has been authorized by the governing body of the jurisdiction to apply for, accept, or decline grants on behalf of the jurisdiction or organization.



EMERGENCY MANAGEMENT
Contract > \$10K

Russel Stukey
Emergency Management
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

COMMISSION AGENDA REPORT

FROM: Russel Stukey
MEETING: October 25, 2021
SUBJECT: Next Gen 911 agreement with KSU
PRESENTER: Russel

BACKGROUND

KSU PD is only able to upgrade to Next Gen 911 through cooperation with Riley County. Riley County 911 will "order" and pay for 1 full and 1 half console position from the state 911 Coordinating Council at an annual cost of \$18,000 for a whole and \$1,300 for a half console. The agreement states that Riley county 911 will then invoice KSU for the annual amount of \$19,300 and KSU will reimburse Riley County 911.

DISCUSSION

This discussion was started over a year ago and we are now ready for signatures on contracts.

FISCAL IMPACT

No fiscal impact to Riley County due to reimbursement from KSU.

RECOMMENDATIONS

Staff recommends approval of Next Gen 911 agreement with KSU.

POSSIBLE MOTION(S)

Move to approve Next Gen 911 agreement with KSU.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- KSU NextGen 911 Agreement 8.30.21 (PDF)



OUTSIDE AGENCY
Proclamation

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel
MEETING: October 25, 2021
SUBJECT: Proclamation for Veterans Day 2021
PRESENTER: Flint Hills Veterans Coalition

POSSIBLE MOTION(S)

Move to approve the Veterans Day Proclamation 2021.

Move to deny

Move to modify

Enclosures:

- Veterans Day 21(DOC)



PUBLIC WORKS
Permit

John Ellermann
Public Works
Director/County Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant
MEETING: October 25, 2021
SUBJECT: Highway Use Permit, Evergy
PRESENTER: John Ellermann, PE, Director of Public Works

BACKGROUND

Evergy is requesting permission to work in the right of way to install new OH Primary and rebuild line approximately 200 ft North and South of Angelias Way along Kitten Creek.

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Evergy permission to complete the work as outlined in the Permit.

Enclosures:

- 10.08.21_Evergy_Angelias Way (PDF)

**Riley County Public Works Department
Highway Use Permit - Document Management Form**

Project Number: M101983645

Requesting Party: Evergy, 225 S Seth Child, Manhattan, KS 66502

Processing Procedure: Date and initial completed steps.

1. The public works department sends a copy of the document management form and permit to Operations Manager (OM) & Assistant County Engineer for recommendation.

Comments: Ensure all areas are backfilled, re-establish elevations and repair the existing right of way profiles within the work area. Maintain proper traffic control procedures during construction.

Signature:  10/13/21

2. The public works department sends a copy of Highway Use Permit to Township for recommendation. Township will call Public Works with any recommendations, if applicable.

Comments: Wildcat - No comment

The public works department attaches document management form to permit and gets recommendation signature from County Engineer. If recommended proceed by submitting scanned .pdf file (to include: Doc. Management Form and Original Highway Use Permit, with County Engineer signature and any additional maps or pages) to Minute Traq for scheduling of Commission meeting agenda. Place "Sign Here" post-it on original and deliver original to County Clerk's designated employee. Keep one copy here for our files.

Date _____ by _____

3. County Clerk via Minute Traq schedules permit to be signed by Chairman during next BOCC business meeting.
4. BOCC Chairman signs and dates permit. County Clerk produces 2 copies of permit including attached maps and sends to Administrative Clerk Public Works **the next business day**. County Clerk keeps original.
5. The public works department distributes copies of permit received from County Clerk.

CC: Petitioner ☐

Operations Manager ☐

Township Trustee: _____ (if on Township Road) ☐

Highway Use Permit filed with Document Management Form attached ☐

Date _____ by _____

Submitted by: _____

Date Submitted: _____

Attachment: 10.08.21_Evergy_Angelias Way (11205 : Highway Use Permit)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

Evergy**INSTALL & REBUILD LINE**

Applicant Name

Type of Construction

225 S Seth Child

Manhattan

KS

66502

Applicant Mailing Address

City

State

Zip

Applicant hereby requests permission to INSTALL NEW OH PRIMARY & REBUILD APPROX 200' NORTH & SOUTH OF ANGELIAS WAY ALONG KITTEN CREEK

along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards for said construction.

A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- E. Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.
- F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: Jamie Smith

Submitter's signature

10/08/21

Date

Jamie Smith / Design Tech

Printed Name & Title

785-587-2326

Submitter's Telephone Number

Jamie.Smith@evergy.com

Submitter's Email Address

Contractor Name

Contractor Telephone Number

Nov 1st

Proposed Date of Construction

Nov. 1st - Nov. 30th

Estimated Duration of Construction

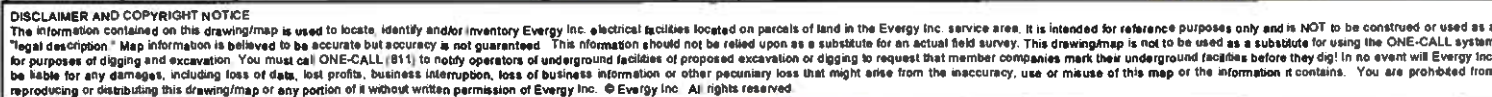
RECOMMENDED BY: John Blum

Riley County Engineer

Permit granted this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

OFFICE USE ONLY:Application Fee: 100.00\$1,000 Deposit ☒ Bond ☒ Letter ☒Receipt No. 012662 Date: 10-8-21Signature: SS



Point 6
Install 40' Pole
LCS 4-105
Install Down Guy to SOUTH,
LCS 6-2110
Install 1-25 KVA XFMR
TS# 328157
LCS 9-215

Exist New ☐ ☒ ☐ ☒ ☐ ☒ Line Direction	N ▲		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Title NEW HOUSE</td> </tr> <tr> <td>By Jamie Smith</td> <td>M101983645</td> <td>3201</td> </tr> <tr> <td>Date 9/16/2021</td> <td>Scale 1 inch = 100 feet</td> <td>Sheet Page 1</td> </tr> <tr> <td>Sub/Ckt WILD 12-009</td> <td colspan="2">Upstream Device M007F22703</td> </tr> </table>	Title NEW HOUSE			By Jamie Smith	M101983645	3201	Date 9/16/2021	Scale 1 inch = 100 feet	Sheet Page 1	Sub/Ckt WILD 12-009	Upstream Device M007F22703		Think Safety!
Title NEW HOUSE																
By Jamie Smith	M101983645	3201														
Date 9/16/2021	Scale 1 inch = 100 feet	Sheet Page 1														
Sub/Ckt WILD 12-009	Upstream Device M007F22703															



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
October 28, 2021**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

1. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:35 AM

Kevin Howser, IT/GIS Director

3. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

4. Staff update

10:05 AM

Bob Isaac, Planner

5. Public hearing to present a final plat for Vinduska Addition

10:15 AM

Julie Gibbs, Health Department Director and Brea Spencer, Maternal and Child Health Supervisor

6. Grant funded new position

Amy Manges, Register of Deeds

Attachment: 10-28-21 tentative agenda (10504 : Tentative Agenda)

7. Staff Update

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
November 01, 2021**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Break

9:30 AM

Press Conference

2. RCPD update - Captain Greg Steere (3-5 minutes)

3. Downtown Manhattan update - Gina Snyder (3-5 minutes)

4. Election - Rich Vargo (2 minutes)

10:00 AM

Russel Stukey, Emergency Management Director

5. Staff update

10:15 AM

Amanda Smeller, Planning/Special Projects Director

6. Land Development Regulations

Adjournment

Attachment: 11-01-21 tentative agenda (10504 : Tentative Agenda)

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

Attachment: 11-01-21 tentative agenda (10504 : Tentative Agenda)



EMS
Staff Update

David Adams
EMS/Ambulance
Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

STAFF REPORT

FROM: David Adams, EMS/Ambulance Director

MEETING: October 25, 2021

SUBJECT: Staff Update

PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service

September- 497

North County- 24

Call volume by station:

Medic 11 located at 2011 Claflin Rd: 173

Medic 21 located at 11th & Poyntz: 153

Medic 31 located at 3060 TCB (Riley County Public Works): 82

Medic 41 located at Manhattan Regional Airport: 61

The rest of the calls were event standbys and supervisors writing reports for crews.

Staff have continued to wear masks while in the public and on all calls. We continue with the recently reinstated mask wearing whenever there is staff interaction among crews from different stations or shifts. We will look at changing this once FDA guidance on the Moderna 3rd shots becomes available.

John Ellerman, Rich Vargo, Russel Stukey and myself are continuing to work on the new station project.

Hiring process went very well. We will have Chiefs' interviews and will make offers for Full Time and PRN positions within the next week.

Updated: 10/21/2021 9:19 AM by David Adams

Page 1

Staff Report (ID # 11204)

Meeting of October 25, 2021

Hosting the Kansas EMS Association Management Workshop in Manhattan. This has brought 29 leaders to our community for 30 hours of training.

Education

Emergency Pediatric Care

Advanced Medical Life Support coming again soon.

Staff credentialing is starting within the next couple of weeks.

CPR

Community Outreach:

Participated in multiple community events including Purple Power Play, National night out, and Cinema Under the Stars.

Will be participating in several community Trick or Treat events

Enclosures:

- Master-Ops-Report-with-Pick-List---BOCC_2021-10-20_125216 (PDF)

Runs by Responding Unit

Response EMS Unit Call Sign (eResponse.14)	Number of Runs	Percent of Total Runs
MED11	173	34.81
MED21	153	30.78
MED31	82	16.50
MED41	61	12.27
MED12	15	3.02
MED13	5	1.01
MED1	4	0.80
MED10	2	0.40
MED2	2	0.40
Total: 497		Total: 100.00

Attachment: Master-Ops-Report-with-Pick-List---BOCC_2021-10-20_125216 (11204 : Staff Update)

Runs By Day of Week

11.a

Incident Day Of Week Number And Name	Number of Runs	percent of total
01 - Sunday	64	12.88%
02 - Monday	68	13.68%
03 - Tuesday	73	14.69%
04 - Wednesday	79	15.90%
05 - Thursday	68	13.68%
06 - Friday	68	13.68%
07 - Saturday	77	15.49%
Total: 497		Total: 100.00%

Attachment: Master-Ops-Report-with-Pick-List---BOCC_2021-10-20_125216 (11204 : Staff Update)

Runs by Hour of Day

11.a

Incident Hour Range Of Day 24	Number of Runs	Percent of Total Runs
00:00:00 - 00:59:59	18	3.62%
01:00:00 - 01:59:59	16	3.22
02:00:00 - 02:59:59	14	2.82
03:00:00 - 03:59:59	8	1.61
04:00:00 - 04:59:59	3	0.60
05:00:00 - 05:59:59	12	2.41
06:00:00 - 06:59:59	12	2.41
07:00:00 - 07:59:59	10	2.01
08:00:00 - 08:59:59	22	4.43
09:00:00 - 09:59:59	17	3.42
10:00:00 - 10:59:59	28	5.63
11:00:00 - 11:59:59	22	4.43
12:00:00 - 12:59:59	41	8.25
13:00:00 - 13:59:59	23	4.63
14:00:00 - 14:59:59	34	6.84
15:00:00 - 15:59:59	30	6.04
16:00:00 - 16:59:59	22	4.43
17:00:00 - 17:59:59	37	7.44
18:00:00 - 18:59:59	32	6.44
19:00:00 - 19:59:59	19	3.82
20:00:00 - 20:59:59	27	5.43
21:00:00 - 21:59:59	17	3.42
22:00:00 - 22:59:59	19	3.82
23:00:00 - 23:59:59	14	2.82
Total: 497		Total: 100.00

Report Criteria

Incident Month Name - Year: Is In September 2021

Attachment: Master-Ops-Report-with-Pick-List---BOCC_2021-10-20_125216 (11204 : Staff Update)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

Clancy Holeman
Counselor/Director of
Administrative Services
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Senior Legal Assistant

MEETING: October 25, 2021

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Final Commission List 10.25.2021 (DOC)

PENDING COUNTY PROJECTS • Beginning September 29, 2021 and through October 20, 2021

Submitted by Clancy Holeman, Riley County Counselor

Changes or additions from previous entries or in the items listed are shown in italics.

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or projects of other County Departments underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time, or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described.

COMMISSION LIST

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) *Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21).* **MOST OF THE TEXT ON THIS ITEM WILL BE REMOVED AFTER TODAY’S MEETING AND REPLACED WITH A “PLACEHOLDER” FOR ANY FUTURE ENTRIES.**

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it’s “listed.” Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21) Discussion with attorney for Historic Sites Board of Review. (9-23-21) Conduct legal research related to pending issues. (9-24-21) Received entry of appearance from Topeka law firm representing defendants. (9-24-21) Received District Court Clerk’s extension of time to file answer to County’s petition for judicial review, at Defendants’ request. Granted as a matter of right by state statute. Deadline for Defendants to answer is extended to October 12, 2021. Legal research. (9-24-21) Advise Public Works on question regarding asbestos removal. (9-26-21) *Agree to Defendant’s attorney’s request for additional time to submit record of hearing to Court. (Week of 9-29-2021)*

County Jail Inmate Medical Care: Discussions have begun at the staff level, with the assistance of this department, regarding putting a renewal contract in place for this service. As this Board is aware, all medical expenses incurred by prisoners while in custody at the Riley County Law Enforcement Center’s jail are the sole responsibility of Riley County--and not of the City of Manhattan or State of Kansas. Staff discussion scheduled for 8-27-21. Staff discussion rescheduled for 9-22-21. Staff discussion held—research history—recommendation accepted by staff. (9-22-21) Review state of current arrangement. (9-22-21)

KAC Annual Meeting (October 19, 2021): Accepted invitation to participate on panel discussion before the general KAC membership regarding “Dark Store” and Riley County’s experience on the issue. Prepare for panel discussion. (9-29-21) *Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)*

County Counselors Association of Kansas: Assist with organization of the semi-annual CLE our statewide professional association will present to its members during the October 19, 2021 KAC annual meeting. Discuss with scheduled CLE presenter local experience on specific state statute related to soil investigation. (9-28-21) *Assist with presentation of CLE to County Counselor's Association of Kansas during KAC annual meeting. Accept award as outgoing CCAK president (effective 1-1-22). Accept "Ed Randels" award for service to CCAK. (10-19-21)*

"Dark Store": Oral argument (1/2 day) scheduled to take place before BOTA August 26, 2021. Discuss with BOTA staff, and relay to City Commissioner Linda Morse info she requested during 8-23-21 Intergovernmental Luncheon about BOTA 8-26-21 hearing time and whether hearing is open to public (8-23-21). Oral argument before BOTA conducted by counsel for both parties (8-26-21). Accept KAC invitation to be part of two-person panel discussion of "Dark Store," to be held during KAC annual meeting, October 18-21, Overland Park; will take place in opening breakout session—first morning of the annual meeting. *Call Kim Qualls, KAC Education & Communications Director, about breakout session.* Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on "Dark Store"; recording scheduled for September 17, 2021. Reschedule "Dark Store" podcast recording for 10-1-21. (9-24-21) Work with County Appraiser Greg McHenry to prepare for KAC podcast this Friday (10-1-21) and KAC Panel Discussion during annual meeting to be held 10-18-21. (9-28-21) *Continue preparation for KAC annual meeting and panel discussion of "Dark Store." (Week of 9-29-21)* Work with KAC recording podcast on "Dark Store." (10-1-21) Discuss KAC annual meeting (10-18-21) presentation with co-panelist Douglas County Appraiser, and Greg McHenry. (10-4-21) Further discussion with Greg McHenry on Dark Store issues for KAC annual meeting panel presentation. (10-6-21) Final discussion with Greg McHenry on Dark Store issues for KAC annual meeting presentation. (10-7-21) Work with Greg on same subject. (10-10-21) Work with Greg on same subject (10-15-21)

"Constitutional Protection of County Home Rule": Accepted KAC invitation to present to County Commissioners Association, KAC affiliate member, information on Home Rule, during final day of KAC annual meeting in O.P., October 20th. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on "Constitutional Protection of County Home Rule"; recording scheduled for September 10, 2021. Podcast recorded with KAC 9-10-21. *Work on presentation to County Commissioners scheduled for 10-20-21 (10-15-21; 10-16-21; 10-17-21; 10-19-21)*

Riley County Annual Legislative Conference: Confirm with BOCC during public meeting 9-9-21 following available dates for annual meeting with county's legislative delegation: November 1, 4 and 18, 2021. (Date of 11-18 removed because it conflicts with county official's luncheon; Date of 11-15 removed because it conflicts with Law Board meeting.) Legislative Conference has been scheduled for Thursday, November 4, 2021. (9-17-21) All delegation members were notified of the date and time of the legislative conference. *Work on agenda for legislative conference. (10-14-21; 10-15-21) Present draft agenda for legislative conference to BOCC and obtain approval of final draft. (10-21-21)*

White Canyon Benefit District: White Canyon benefit district's residents' request, made during this date's public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district's proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works' "estimate" of "northern route" as an option to current benefit district project proposed (8-30-21).

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County's \$14M allocation of ARPA funds. Similar concept to staff's use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) *Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution rules. (9-30-21)*

Riley County Employee Day: Intermittent work on employee day: Discussions with potential lunch ½ hour vendors; discussion with planning committee, with keynote speaker and Elizabeth Ward, H.R. Manager. (9-16-21; 9-17-21) Contact moderator for morning virtual sessions offering potential meeting for Monday, September 27, 2021, with Elizabeth Ward and this office to answer any Employee Day questions. (9-24-21) Meet with prospective food truck vendor at Riley County Health Department. (9-27-21) *(Agreements signed with 2 vendors—arrange to meet final vendor Saturday morning for signature of contract.) (10-1-21) Agreement signed Saturday, October 2,*

2021 with final of the 3 vendors. Pick up tickets from 2 vendors representing meals served to employees during Employee Day (10-12-21; Third vendor hand-delivers tickets to this office (10-13-21); conduct final ticket count; submit information on ticket count with payment due vendors to Budget and Finance Officer and email each vendor same information. (10-15-21)

Nextgen 911: Meeting as member of Nextgen 911 staff committee to review potential upcoming renumbering/renaming projects. (9-21-21) Communicate with fellow members of staff committee on pending project. (9-23-21) Communicate with fellow members of staff committee on different pending project. (9-24-21)

Human Resources: *Finalize contract with East Coast Risk Management and place on 10-4-21 agenda for BOCC review and approval. Company will consolidate current Personnel Policies and Guidelines with separate resolutions amending those policies over the past years. (10-1-21) Contract with East Coast Risk Management approved by BOCC. (10-4-21)*

Budget and Planning Committee: Attend meeting 9-28-21.

Department Head Committee: *Attend meeting regarding possible "Code of Conduct" required for state grant supporting businesses. (9-29-21) Obtain BOCC approval of "Code of Conduct."*

Indigent Defense Panel: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21)

Rural Economic Development Advisory Board: Discuss with staff. (9-21-21) Staff discussion scheduled for 10-1-21.

DEPARTMENTAL LIST

Riley County Register of Deeds: Provide legal advice. Conversation with ROD (8-2021). Conversation about county termination of contract. (9-22-21) Discussion with other party to contract. I can confirm contract will terminate as required by County. (9-22-21)

Riley County Museum: Provide legal advice.

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement. Work on separate project involving proposed vendor and personnel policies. (9-22-21). Review legal parameters of "long-COVID" disability as viewed by the Equal Opportunity Commission; information provided by H.R. (9-24-21)

Riley County Public Works: Provide legal advice on project. Review and approve "as to form" KDOT Local Road Safety Plan Agreement. (9-24-21)

Riley County Planning & Development: Provide legal advice on 2 projects. Advise P & D Director on development of "Code of Conduct" necessary for grant close-out. (9-29-21) Discuss with P & D and H.R. departments "Code of Conduct" Commission Agenda Report to be presented by P & D 10-7-21. (10-4-21; 10-5-21) Discuss separate regulatory issue with P&D. (10-5-21)

Riley County Emergency Management: Provide legal advice on 1 project.

Riley County Health Department: Provide legal advice on projects. Zoom meeting with Julie Gibbs and Debbie Nuss regarding request from Flint Hills Wellness Coalition to place walk-in cooler/freezer on grounds of Family and Child Resource Center. Draw and submit Commission Agenda Report reflecting request—scheduled for 9-30-21 BOCC meeting. (9-28-21) Obtain BOCC approval of Flint Hills Wellness Coalition agreement in principle, presented at 9-30-21 public meeting, for future license agreement and pouring of concrete as base for outdoor "walk-in cooler/freezer at RCHD's Family and Child Resource Center. (9-30-21) Finalize and place on BOCC agenda for 10-14-21 license agreement with FHWC. (10-5-21) Present to and obtain approval from BOCC license agreement with FHWC. (10-14-21)

Riley County Information Technology/GIS: Request for estimate (submitted to this office 8-20-21).

Riley County Ambulance Service: Will provide legal advice (8-20-21).

Riley County Fire District No. 1: Work with Budget and Finance Officer on District budget approval (8-23-21).

Riley County Clerk: Advise on .02 countywide retailers' sales tax election project (8-24-21). Legal research on project involving sign. (9-20-21) On same issue discussion with Planning and Development staff. (9-21-21) Work with county staff and PIO on separate project involving potential vendor of software. Contact potential vendor. (9-20-21).

Riley County Treasurer: *Advise on property tax issue. (10-6-21)*



COUNTY CLERK & ELECTIONS
Personnel

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager
MEETING: October 25, 2021
SUBJECT: Request to fill - Museum Director/Curator
PRESENTER: Elizabeth Ward

BACKGROUND

The Historical Museum Director/Curator position was unexpectedly made vacant with the passing of long-time director D. Cheryl Collins. This position is critical to Riley County operations across all departments.

DISCUSSION

The Museum Director/Curator oversees the Museum's mission to educate the public on the history and role of Riley County in our state, country and the world, as well as administer the collection and advocate historic preservation.

FISCAL IMPACT

There will be no fiscal impact. This position is included in the 2021 Budget, as well as the proposals for the 2022 budget.

The Museum Director/Curator position is pay grade BB with minimum annualized wage of \$70,225.12, midpoint wages of \$84,205.48 and maximum annualized wage of \$112,333.80.

RECOMMENDATION(S)

I recommend the Board of County Commissioners approve the requisition to internally post the Museum Director/Curator position.

POSSIBLE MOTION(S)

Move to approve: I move to approve the requisition to internally post the Museum Director/Curator position.

Move to deny: I move to deny the requisition to internally post the Museum Director/Curator position.

Move to modify: I move to modify the requisition to internally post the Museum Director/Curator position, and instead approve to externally post the Museum Director/Curator position.

Move to table

No action required.

The Board agreed by consensus to

Enclosures:
Museum Director/Curator position description
Position Action Form

Enclosures:

- Historical Museum Director position description (PDF)
- 2021-10 Museum Director (gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	MUSEUM DIRECTOR	
Department:	Museum	Division:
Reports to:	Riley County Commission	
Pay Grade:	BB	Status: Full Time
FLSA Status:	Exempt	

Position Summary: The Director/Curator of the Riley County Historical Museum oversees the Museum's fulfillment of its mission to educate the public on the history of Riley County and the role of Riley County in our state, country, and the world. Administer the collection of the Riley County Historical Society by collecting, preserving, studying, and displaying objects, records, and information of historical value. Stand as a Department of Riley County Government, advocating and supporting historic preservation in all forms; promoting an interest in and awareness of our local heritage for the benefit of the County.

Essential Functions:

- Supervises the operation of the museum, preparing and administering the budget, hiring and supervising staff (paid and volunteer), supervises maintenance of museum buildings, grounds, and County property in accordance with County policy.
- Oversees the collection, preservation, and presentation of Riley County history.
- Oversees the museum educational programs and exhibits.
- Oversees the administration of the Riley County Historical Society's collection and properties in cooperation with the Board of Directors of the Riley County Historical Society.
- Maintains an effective working relationship with the Board of Trustees, who are appointed by the Riley County Commission to advise the Museum Director/Curator.
- Serves as a representative of the Riley County Historical Museum in promotion of the museum and its mission.

Position Requirements:

Education: Minimum qualifications: Bachelor's degree in American history, museum studies or related field. Master's degree in American history or museum studies preferred.

Experience: Knowledge and expertise/experience in Riley County history, history of the American West, local history methods, and museum management.

Supervisory Control: Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program. Recommendations for new projects and alteration of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or County/State priorities.

Supervisory Responsibility: Responsible for overall operation of museum and of all staff, paid and volunteer.

Guidelines: The employee uses judgment and professional standards in interpreting and adapting
Updated 2021

guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

Complexity: The work requires making many decisions concerning such things as the interpretation of considerable data, planning of work, or refining the methods and techniques to be used.

Scope & Effect of Work: The work involves treating a variety of problems, questions, or situations in conformance with generally established criteria.

Personal Contacts: The personal contacts are with individuals or groups from inside and outside the County in a moderately unstructured setting. The purpose and extent of each contact is different and the role and authority of each party is identified and developed during the scope of the contact.

Purpose of Contacts: The purpose is to influence or motivate persons or groups. The employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as gaining compliance with established policies and regulations by persuasion or negotiation.

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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception.

Work Environment: The work environment characteristics described here are representative of those an 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.

Approved: _____ Date:
(Supervisor)

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 work is similar, related or a logical assignment of the position.

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

20.b

Department Historical MuseumDate 10/25/2021

Job Title

Museum Director/Curator

☒ Full Time	☐ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	BB	Start Date	ASAP	☐ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	40	Hours per	☒ Week	☐ Month	End Date

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: D. Cheryl Collins	2. Effective date of promotion, transfer, termination, or change:	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold"? ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status?

2. Is it possible to fill this position internally? If no, why not? possibly- request to open internally prior to external posting

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:

Bachelors degree in American History, museum studies or related field. Master's degree preferred. Knowledge of Riley County history required

Additional comments:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

Date:

10/21/2021

10/21/2021



COUNTY CLERK & ELECTIONS
Personnel

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager
MEETING: October 25, 2021
SUBJECT: Request to Fill IT/GIS Director
PRESENTER: Elizabeth Ward

BACKGROUND

The IT/GIS Director position will be vacant as of Oct 22, with the resignation of current Director Kevin Howser. This position is critical to Riley County operations across all departments.

DISCUSSION

The IT/GIS director is responsible for providing oversight and management of the IT/GIS department and its staff, as well as coordinating all aspects of IT across Riley County departments and affiliated agencies.

FISCAL IMPACT

There will be no fiscal impact. This position is included in the 2021 Budget, as well as the proposals for the 2022 budget.

IT/GIS Director position is pay grade FF with minimum annualized wage of \$88,573.42, midpoint wages of \$106,306.58 and maximum annualized wage of \$141,770.27.

RECOMMENDATION(S)

I recommend the Board of County Commissioners approve the requisition to internally post the Director of IT/GIS position.

POSSIBLE MOTION(S)

Move to approve: I move to approve the requisition to internally post the Director of IT/GIS position.

Move to deny: I move to deny the requisition to internally post the Director of IT/GIS position.

Move to modify: I move to modify the requisition to internally post the Director of IT/GIS position, and instead approve to externally post the Director of IT/GIS position.

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

Director of IT/GIS position description
Position Action Form

Enclosures:

- 2021-10 IT-GIS Director (gold) (PDF)
- IT-GIS Director Position Description (PDF)

21.a

Department IT/GISDate 10/25/2021

Job Title

Director of IT/GIS

☒ Full Time	☐ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	FF	Start Date	ASAP	☐ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	40	Hours per	☒ Week	☐ Month	End Date

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TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: Kevin Howser	2. Effective date of promotion, transfer, termination, or change:	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold"? ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? separation of incumbent

2. Is it possible to fill this position internally? If no, why not? possibly - request to open internally prior to external posting

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:

Bachelor's degrew with course work in business, computer scienc eor IS and 3-5 years related tech mgt. Equiv combo of education and experience accepted.

Additional comments:

Approval by:

Date:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	IT/GIS Director	
Department:	Information Technology/GIS	Division:
Reports To:	Board of County Commissioners	
Pay Grade:	FF	Status: Full Time
FLSA Status:	Exempt	

POSITION SUMMARY: Technical and supervisory position responsible for providing oversight and managing the work of the IT/GIS staff, and coordinating all aspects of information technology among Riley County departments and affiliated agencies.

This position coordinates all IT/GIS operations, including overall supervision and management of IT/GIS staff. Trains, motivates, organizes and directs employees to operate individually and as a team in order to accomplish technology specific tasks for all county departments and agencies. Evaluates all county technology hardware and software. Develop and direct the Riley County Technology Plan in relation with CIP budget process. Set broad and specific technology goals and directions for the entire county in coordination with the Department Head Committee. Update, educate and inform Board of County Commissioners regarding technology within Riley County. Develop, propose and monitor annual budget for IT/GIS department.

ESSENTIAL FUNCTIONS:

- Provide overall supervision of IT/GIS staff.
- Train, motivate, organize, and direct all staff to operate as a team to accomplish technology related jobs within Riley County.
- Establish an on-going education and professional development program for IT/GIS staff.
- Establish and maintain reliable, capable and respected IT and GIS Help Desks.
- Assist in the design, upgrades, and maintenance of reliable local and wide area networks used throughout Riley County.
- Coordinate and organize the Riley County Technical Committee in an effort to establish technical standards, policies and practices to ensure the integrity, consistency and security of Riley County computer systems.
- Assist, research and advise all county departments on technology related purchases for their respective departments.
- Develop and coordinate a comprehensive Riley County Disaster Recovery/Business Continuity Plan with assistance and input from Department Head Committee. Coordinate overall Technology plan with CIP budget process.
- Set broad and specific technology related goals for Riley County and provide vision to effectively use technology throughout the county.
- Educate and inform Board of County Commissioners and Riley County Department Head Committee of trends in technology. Translate complex technical issues into simple, understandable terms.
- Research and develop the IT/GIS budget (including CIP projects), then propose/defend to the Budget Committee and Board of County Commissioners throughout budget process. Monitor and record budget usage and ensure efficient and prudent use of budget resources.
- Conceptualize and assist with design of infrastructure for local and wide area networks.

- Act as overall Project Manager for all technology projects implemented within Riley County.
- Act as Riley County Security Officer to ensure proper and adequate security for all information assets within Riley County.
- Audit information security for risks and manage those risks to protect information assets from internal or external unauthorized exposure.
- Manage all technology procurement for all departments within Riley County.
- Manage Riley County Microsoft Enterprise Licensing agreement, Cisco smartnet contracts, and all other software licensing ensuring licensing compliance of all software within Riley County.

SECONDARY FUNCTIONS:

- Assist and back-up Network Administrator in maintaining Riley County Local and Wide Area Networks including user maintenance, security maintenance, server maintenance, network infrastructure maintenance and software maintenance
- Assist and back-up AS/400 Administrator in maintaining AS/400's.
- Assist and back up Assistant Director in the direct management of IT staff.
- Provide necessary management/administrative support to GIS staff.
- Provide PC technical support.

POSITION REQUIREMENTS:

Education: Bachelor's degree with course work in business, computer science or information systems and 3-5 years of related technology management experience. Equivalent combination of experience, education and training which provides the required knowledge, skills, and abilities will be accepted.

Certification(s)/License(s): A valid driver's license is required. Technical certifications such as MCSE, CCNA, CISSP, CISA, CISM or PMP a plus.

Knowledge and Experience: Previous supervisory experience is required. Job requires substantial expertise in the following: PC's, Windows operating systems, Office productivity software, 32 and 64 bit business applications, printers, PC peripherals, Security, Project Management, Disaster Recovery, and Business Continuity.

Job requires a working knowledge of the following: LANs, WANs, Windows Operating Systems, Microsoft Exchange Server, SMS 2.0, Microsoft IIS, TCP/IP Networking & Sub netting, DHCP, DNS, Cisco Routing, Switching, and Firewall, and ESRI software products. A strong knowledge of network security, project management, and budgeting is necessary.

Skills:

Hardware support skills
 Software support skills
 Network support skills
 Ethernet wiring skills
 Troubleshooting and problem solving skills
 Analytical skills
 Personal communication skills
 Verbal communication skills

Written communication skills
 Time management and prioritization skills
 Ability to learn new technologies quickly
 Leadership skills sufficient to lead the IT/GIS department
 Ability to maintain confidentiality
 IT related Security skills
 Project Management skills

Supervisory Controls: Position operates independently of any direct supervisory control. The employee responds/answers directly to the Board of County Commissioners.

Supervisory Responsibility: Provides overall supervision to IT/GIS staff. Responsible for planning, designing, and carrying out departmental programs and initiatives, development and fulfillment of IT/GIS objectives, technical advancement, and oversight and management of funds.

Guidelines:

- Position will be required to follow all rules, policies and procedures of Riley County.
- Position will be required to follow all rules, policies and procedures specific to the IT/GIS Department.
- Position will be required to follow all applicable hardware and software usage laws as well as all hardware and software copyright laws.

Complexity:

The employee is required to research a wide range of related problems of a technical nature and then communicate the results of the research to the Riley County staff. The work involves a wide variety of professional tasks. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations of approach, and incomplete or conflicting data. Planning and scheduling work requires considerably judgment to utilize labor, equipment, time, and materials efficiently. In some cases, an employee in this class can take an obvious course of action; in other situations different options must be considered and an independent decision made to successfully complete the project. The work requires making many decisions concerning such things as interpreting complex data, creating a design, planning the work, refining the methods and techniques implemented to complete a project, and communicating with fellow Riley County employees.

Scope and Effect of Work:

The position makes daily decisions that could directly or indirectly affect the work of the entire county. If this position does not provide the necessary answers and correctly identify and solve various problems, county employees (individually or as a whole) may not have access to their computer or the network, which could consequently affect their job performance. This job places a premium on reliability, accuracy and dependability.

Personal Contacts: Position has significant contact with IT/GIS staff, and thus must develop and maintain a good rapport. The position also has significant personal contact with other department heads and their staff, as well as with Board of County Commissioners. The position may also provide occasional updates to the public via press conferences or public forums, and the position may frequently interact with vendors, the State of Kansas, and other state or local government.

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 required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an 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.

While performing the duties of this job, the employee is exposed to moderate noise levels.

Approved: _____ Date:
(Supervisor)

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 work is similar, related or a logical assignment of the position.

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