

**INGHAM COUNTY
JOB DESCRIPTION**

DEPUTY CONTROLLER FOR LAW & COURTS AND HUMAN SERVICES

General Summary:

Under general supervision of the County Controller, serves as liaison to all County departments, offices or agencies which report to the County's Law & Courts and Human Services Committees or other committees as may be assigned. Liaison responsibilities include analyzing and recommending action on department requests, including budget; identifying needs and priorities for consideration by the Controller and Committee in the context of long term objectives. Facilitates interaction between departments and agencies as necessary to address and resolve issues. As assigned, directs central service activities overlapping central service departments. Functions as Acting Controller in his/her absence. Supervises various staff as assigned.

Essential Functions:

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

1. Liaison Responsibility:

- A. Identifies needs, problems and priorities in the Law & Courts and Human Services areas for consideration by the Controller and Board in relation to county long-term objectives.
- B. Analyzes and recommends action on needs and requests of Departments, offices and agencies to the Controller and appropriate boards and committees.
- C. Analyzes and recommends action on budgetary requests for departments, offices and agencies within the Law & Courts and Human Services areas.
- D. Works with departments, offices and agencies in the context of County policies and plans to resolve problems and address needs.
- E. Attends all meetings of the Law & Courts and Human Services Committees and any other appropriate committee or outside board meeting necessary to fulfill liaison responsibility.
- F. Works with the Committee Chair to develop meeting agendas; provides the Board of Commissioners' Office with resolutions and materials for agenda packets.
- G. Staffs the 911 Advisory Committee.
- H. Serves as the Controller's representative on the Ingham County Emergency Planning Committee.
- I. Planning Committee.
- J. Serves as the Controller's liaison to the Community Corrections manager.

2. Carries out special projects and prepare reports.
3. Conducts and directs surveys, evaluations of departments/programs as requested by the Board, Controller or otherwise deemed appropriate.
4. Works as a member of the County Administrative team to ensure special projects run smoothly.

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5. Works with Controller, Board and other County officials to develop policies and long-range plans for the County.
6. Acts on behalf of the Controller for designated purposes and is the Acting Controller in his/her absence.
7. Works with the Board Coordinator to the Board of Commissioners to assure communication and smooth flow of information from the Controller's Office and the Board Office, particularly with respect to Committee and Board agendas.
8. Supervises IJIS Coordinator, Community Corrections Manager, Offender Population Coordinator and Secretary/Deputy Controller.
9. Oversees contract compliance of vendors and municipalities carrying out 911 operations and system enhancements on behalf of the County.
10. Oversees contract compliance of agencies carrying out special transportation services on behalf of the County.
11. Performs related duties as required.

Other Functions:

12. None listed.

Employment Qualifications:

Education: Bachelor's degree in Public or Business Administration or related field. Post-graduate studies and degree desired.

Experience: Seven years of related work experience and administration of an organization of comparable complexity; previous governmental experience desired. An appropriate post-graduate degree may be considered in lieu of some required work experience.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

Working Conditions:

Works in office conditions.

November, 1999