

**SHEBOYGAN COUNTY    ORDINANCE NO. 18 (2006/07)**

**Re:    Amending County Administrator Table of Organization**

**WHEREAS**, the current Table of Organization (T/O) for the County Administrator's office consists of one full-time Administrative Assistant position in addition to the County Administrator position, and

**WHEREAS**, after review of the position it has been determined that in light of the increased responsibilities associated with the County Administrator's position and the increased need for coordination and communication with Department Heads and to ensure consistence in compliance with County policies and procedures in combination with the reduced need for clerical tasks of a routine nature resulting from improvements in office technology, it would be preferable to upgrade the Administrative Assistant to an Assistant to the County Administrator position at a higher level of responsibility, and

**WHEREAS**, the responsibilities of the Assistant to the County Administrator position and the academic and skill level qualifications associated with that position call for a higher salary grade than that of the Administrative Assistant position;

**NOW, THEREFORE**, the County Board of Supervisors of the County of Sheboygan does ordain as follows:

Section 1.    **Amending County Administrator T/O.** Section 40.02(a) of the Sheboygan County Code of Ordinances is hereby amended as follows:

	Present	Proposed
40.02(a) <del>Administrative Coordinator</del> County Administrator	<u>1</u>	<u>1</u>
<del>Administrative Coordinator</del> County Administrator (Title change only)		
<b><i>Administrative Assistant</i></b>	<b><i>1</i></b>	<b><i>0</i></b>
<b><i>Assistant to the Administrator</i></b>	<b><i>0</i></b>	<b><i>1</i></b>
Total	2	2

Section 2.    **Adding Position to Classification.** Section 47.06 of the Sheboygan County Code of Ordinances is hereby amended by adding the position of Assistant to the County Administrator to Grade 8 and by deleting the position of Administrative Assistant from Grade 6.

(The rest of this page intentionally left blank.)

Section 3. **Effective Date.** The herein Ordinance shall take effect upon enactment.

Respectfully submitted this 19th day of December, 2006.

**EXECUTIVE COMMITTEE**

William C. Goehring

William C. Goehring, Chairperson

Jerald A. Holub

Jerald A. Holub, Vice-Chairperson

Donald A. Schramm

Donald A. Schramm, Secretary

Charles W. Conrardy

Charles W. Conrardy

Michael J. Vandersteen

Michael J. Vandersteen

ENACTED 1.16.2007

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