

**ORDINANCE**

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION  
ORDINANCE FOR THE COUNTY BOARD**

**WHEREAS**, the County Board has a need to train a new Financial Administrative Manager; and

**WHEREAS**, additional funds for the such training is needed and the budget amended; and

**WHEREAS**, the budget therefore needs to be amended to pay for such training of a new employee, and this was not known when the budget was prepared, and thus was not included.

**NOW, THEREFORE BE IT ORDAINED** by the County Board of Vermilion County Illinois that the County Auditor be authorized and instructed to amend the budget for fiscal year 2019-2020 by transferring funds as follows in the lines as set out:

<b>001.110.00.4101</b>	<b>Salary/Personnel</b>	<b>\$4,023.00</b>
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And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at the October 13, 2020 A.D. Session.

*This amendment takes two thirds majority for passage.*

DATED this 13<sup>th</sup> day of October 2020 A.D.

AYE 22 NAY 0 ABSENT 5

  
Chairman, Vermilion County Board

ATTEST:

Cathy Jenkins (VP)  
Clerk of the County Board

Ordinance # 20-1009

## **POSITION DESCRIPTION – FINANCIAL ADMINISTRATIVE MANAGER**

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### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

### **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 regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

01. Requires extensive knowledge of business English, punctuation and secretarial practices and procedures.
02. Requires working knowledge of programs, policies and functions of county government.
03. Requires the ability to perform under stressful conditions.
04. Requires the ability to function independently.
05. Requires the ability to maintain and observe area of confidentiality.
06. Requires the ability to work well with people, maintain pleasant workplace, and maintain working relationships with staff, employees, visitors, and all other individuals involved with county business.

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In accordance with the Vermilion County Personnel Manual, the above is an accurate description of the duties and functions of the stated position in this department.

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Date

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Chairman, Vermilion County Board

## POSITION CLASSIFICATION DESCRIPTION

**FINANCIAL ADMINISTRATIVE MANAGER  
BARGAINING UNIT – EXCLUDED**

**VERMILION COUNTY BOARD**

### DISTINGUISHING FEATURES OF WORK:

Under General direction of the County Board Chairman, coordinate annual budgeting cycle with the Auditor and assists county departments on a day-to-day basis to comply with accounting policies. Also assists in tracking expenditures/revenues, accounts payable and oversees insurance programs of the county.

### ILLUSTRATIVE EXAMPLES OF WORK:

01. Acts as financial assistant to County Board Chairman including: prepares and distributes document, reports and correspondence; maintenance of files; and facilitates requests for information.
02. Coordinates aspects of the annual budget cycle with the County Board Chairman and the Auditor, monitoring revenues and expenditures, reviewing requests for line item transfers, assisting in the preparation of the final annual budget for County Board action in conjunction with the county department heads.
03. Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
04. Greet visitors and handle inquiries or direct them to the appropriate persons according to their needs.
05. Prepares agenda, attends meetings and prepares minutes for all committee meetings as directed.
06. Assists the County Board Chairman in support of managing and maintaining budgets, maintaining records and processing payments, supporting account funds, reconciling insurance benefit payments and monitoring costs associated with county operations.
07. Ensures the accuracy of County payroll by auditing departmental pay authorizations and verifying deductions from wages. Reviews payroll for compliance with County budget and personnel policies.
08. Performs other related duties as assigned or required.

**QUALIFICATIONS** To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION AND EXPERIENCE

Associates Degree (A.A.) or equivalent from two-year college or technical school; or one- to two-years related experience and/ or training; or any equivalent combination of education and experience, which provides the required knowledge, skills and abilities.

### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.



**Nancy J. Boose, SHRM - SCP**  
Human Resources Director  
Vermilion County, Illinois

County Administration Building 201 N. Vermilion  
Phone: (217) 554-6005 Fax: (217) 554-6010

Danville, IL 61832  
e-mail: [njboose@vercounty.org](mailto:njboose@vercounty.org)

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## **NOTICE OF JOB VACANCY**

**DATE:** October 6, 2020

**POSITION:** *Financial Administrative Manager*

**DEPARTMENT:** County Board Office

**TERMS OF EMPLOYMENT:** Full-time

**BARGAINING UNIT:** Excluded

**BASIC FUNCTION:** Coordinates the County budgeting cycle and assists other departments in day-to-day operations of the County to comply with accounting policies. Also assists in the operation of purchasing policies, tracks expenditures/revenues and oversees insurance programs of the County.

**DESIRED REQUIREMENTS:** Associates Degree (A.A.) or equivalent from two-year college or technical school; or one- to two-years related experience and/or training; or any equivalent combination of education and experience, which provides the required knowledge, skills and abilities.

**STARTING SALARY:** \$40,000 Commensurate with experience

**APPLICATION PERIODS:** October 6 – 13, 2020 ( Internal )  
October 14, 2020 – until position is filled ( External )

**METHOD OF APPLICATION:** Apply in person or send application and resume to:

Human Resources  
Vermilion County Board Office  
201 N. Vermilion Street, 2<sup>nd</sup> Floor  
Danville, IL 61832  
[njboose@vercounty.org](mailto:njboose@vercounty.org)

Applications available on-line at [www.vercounty.org](http://www.vercounty.org)

EEOP Utilization Report available for public viewing at [www.vercounty.org](http://www.vercounty.org)

AA/EOE

**Request for Amendment  
Fiscal Budget  
2019 - 2020**

Dept: County Board

Date: 9-29-20

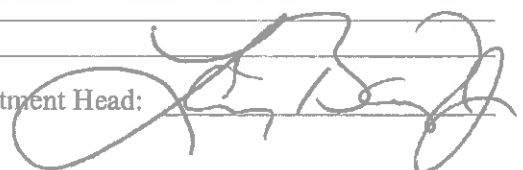
Account Number	Account Description	Original Appr.	Additional	To Read
<u>001.110.00.4101</u>	<u>Salary-Personnel</u>	\$ <u>210,039</u>	\$ <u>4,023</u>	<u>214062</u>
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**Narrative:**

This would cover a new employee to train with Erika for the month of November as the Financial Administrative Manager.

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Department Head: \_\_\_\_\_



**Approved By:**

\_\_\_\_\_ Committee

\_\_\_\_\_ Finance Committee

Chairman

Chairman

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Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

APPROVED BY FINANCE/PERSONNEL:

Steven Fourez      (Y) N A  
Chairman

Date 10/5/2020

Wesley Bieritz      (Y) N A

Robert Boyd      Y N (A)

Breannah Haton      Y N (A)

Becky Stark      (Y) N A

Bruce Stark      (Y) N A

Adam Hart      Y N (A)