In attendance: Roger Christensen, David Radford, Dan Byron, Blake Mueller, Ron Longmore, Mark Hansen, Daniel Clark, Paul Wilde, Rick Taylor, John Henderson

Proposal by Dan Byron and Ron Longmore to replace Dan’s position with a Systems Manager. Dan set to retire August 1, 2016. Those who were reporting to Dan will now report directly to Ron Longmore. Ron will designate a new Chief Deputy Clerk. Proposal approved by the Board.

Discussion about employee’s parking in designated public parking lots. Executive committee requests a new Parking Policy be developed by Human Resources to be discussed at next meeting.

Proposal by Dan Byron to move Court Operations Manager from a Classified Hourly position to an Unclassified Salaried-Exempt position. Proposal approved by the Board.

John Henderson
Roger Christensen
BONNEVILLE COUNTY
JOB CLASSIFICATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Systems Manager</th>
<th>Index Code:</th>
<th>2010.2</th>
</tr>
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<tbody>
<tr>
<td>Dept./Div.:</td>
<td>Clerk, Auditor and Recorder</td>
<td>Pay Class:</td>
<td>Uncl.</td>
</tr>
<tr>
<td>Status:</td>
<td>Salaried/Exempt</td>
<td>Work Comp:</td>
<td>8810-00</td>
</tr>
<tr>
<td></td>
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<td>EEO Code:</td>
<td>A</td>
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GENERAL PURPOSE

Performs a variety of professional level technical, accounting, administrative, and management duties to provide for and maintain computer information management systems and software to support the operations of the County.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Clerk, Auditor and Recorder.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Plans, organizes, and directs the analysis, design, implementation, and maintenance of accounting, payroll, human resource management and other information management systems and software to support the operations of the Clerk's Office and various other county divisions as directed. Works with the Information Technology Department and vendors to coordinate the acquisition and installation of appropriate hardware, software, and related equipment.

May serve as a project manager for information systems projects with responsibility for coordinating the evaluation of new technology and alternatives for changes to or replacement of existing of existing systems; developing cost analyses; insuring compliance with bidding requirements; developing bid specifications; establishing objectives and priorities; recommending project team members; establishing and monitoring implementation schedules and deadlines; coordinating implementation with key managers and supervisors and providing progress reports.

Oversees system testing and quality control; meets and consults with users, customers and vendors to evaluate needs; insures that adequate security, backup and disaster recovery procedures are provided and maintained; develops and implements appropriate role based security access for users in cooperation with elected officials and department manages; and serves as technical resource for identifying and resolving complex problems with systems hardware, software, and/or programs.

Researches and evaluates advances in information technology hardware and software applications including internet and/or web technology; recommends uniform standards for evaluation and selection of systems hardware and software; reviews; and recommends budget for related equipment, staff, and services.

Created 7/11/2012
Assists in developing and implementing effective fiscal policies, procedures and controls to safeguard county funds and other assets and insure compliance with federal and state regulations, governmental accounting standards and generally accepted accounting practices.

Assists in the development, scheduling, and preparation various documents and reports, including custom reports as required; provides information and assist with the development of the county budget by researching and analyzing financial information and projecting anticipated revenues and expenditures; provides information for and assists outside auditors in preparation of the consolidated annual financial report.

Provides training and support to users as requested or directed in the implementation and use of accounting and information management systems and software; assists with design and implementation of document and workflows management applications; makes recommendations and provides assistance to departments in establishing appropriate procedures and controls for receiving, processing and recording of cash receipts and other financial transactions.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
   A. Graduation from college with a bachelor’s degree in accounting, business or public administration, computer science or a related field; Six years working in a government or comparably large information systems environment performing systems analysis, design, development and/or implementation, including four years of project management responsibility AND
   B. Four (4) years of related work experience with local government accounting experience strongly preferred; OR
   C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

   Thorough knowledge of accounting, payroll and financial information systems management. Considerable knowledge of generally accepted accounting principles and practices; professional accounting standards and ethics; current tax laws and financial reporting requirements; internal and external auditing and control principles and methods; principles and methods for development of effective operating budgets; tools and methods for analyzing financial information; general business administration and management principles and practices.

   Working knowledge of local government fund accounting and budgeting regulations; public records regulations, bidding requirement, grant and project management is strongly preferred.

   Skill in use of accounting and financial information systems and software; financial calculator; and Microsoft Office applications including Word, Excel, Access, and Power Point.

   Ability to work independently; analyze business practices and apply technology to increase efficiency and productivity; understand and apply complex standards, laws and regulations regarding financial record keeping and reporting; develop and recommend effective fiscal policies, controls and procedures; communicate effectively, verbally and in writing; to apply various tools and methods to analyze financial information and perform complex mathematical calculations to project trends,
prepare and present financial reports, charts, graphs, and presentations; apply guided problem solving methods; establish and maintain effective working relationships with a variety of public officials, department heads, coworkers, outside agencies and the public.

3. Special Qualifications:

   Proficient in operation of financial calculator
   Ability to type
   Proficient in advanced spreadsheet and data base application software

4. Work Environment:

   Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and speaking. Hearing, seeing and common eye, hand, finger dexterity utilized. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.