

ADMINISTRATIVE COORDINATOR

Date Approved: September 22, 2003
Resolution: None

SECTION 5.0 ADMINISTRATIVE COORDINATOR

5.1 Designation

The Chairperson of the Lafayette County Board of Supervisors shall be the designated administrative coordinator under the provisions of Section 59.19 of the Wisconsin Statutes. The administrative coordinator shall be responsible for coordinating all administrative and management functions of County government not otherwise vested by law in Boards or Commissions, or in other elected officers.

5.2 Responsibilities, Authorities

In addition to the general responsibilities and authorities authorized by Wisconsin Statutes, the Administrative Coordinator for Lafayette County shall:

- A. **Act as liaison between the County Board and Department Directors;**
- B. Shall together with the appropriate Department Director or the County Clerk, sign all written contracts and agreements entered into and binding upon Lafayette County;
- C. **Have the authority to expend a discretionary budgeted amount not to exceed \$5,000.00 per year and subject to normal audit procedures;**
- D. Seek to assist Department Directors in resolving conflicts and inconsistencies in personnel issues;
- E. Serve as liaison between individual department heads and the Bargaining Committee in resolving questions and disputes.