

1 **COMMISSIONERS MEETING**

2 **May 19, 2021**

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5 *YORK,ss*

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7 At a regular meeting of the County Commissioners of the County of York, begun and
8 holden at the York County Government Building in Alfred, within and for the County of York,
9 being held on Wednesday, May 19, 2021 A. D. at 4:30 P. M.

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12 **COMMISSIONERS PRESENT:**

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14 Richard R. Dutremble
15 Richard Clark
16 Robert Andrews
17 Allen Sicard
18 Donna Ring
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22 County Manager Gregory Zinser and Deputy County Manager Linda Corliss were present at the
23 meeting.
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26 **YOU ARE INVITED TO RISE AND SALUTE THE FLAG OF THE UNITED STATES**

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29 **05-19-21 ITEM**

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31 **1 PUBLIC COMMENT(S) ON ANY ITEM(S)**

32 Janet Drew spoke via ZOOM and stated that she wished to talk about what plans
33 the county is making for Federal COVID money.

34 Senator King's office stated that the money can be used for things that have been
35 exacerbated by the pandemic like mental health issues. She continued that there is
36 money coming to schools and money for infrastructure and climate. She is hoping
37 we are going in the direction that will divert people from the jail and into programs
38 that will help them succeed. I think the county has a regional role to partner with
39 agencies and other government entities that are getting money.

40 Commissioner Dutremble replied to Mrs. Drew that there will be further discussion
41 (of the use of the ARP funds) under new business.
42

43 **2 TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:**

44 a. Regular Meeting of May 5, 2021

45 Commissioner Clark motioned to approve the minutes. Commissioner Sicard
46 seconded the motion. Vote 5-0.
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3 TO APPROVE TREASURER’S WARRANTS

- a. Warrants dated May 5, 2021 in the amount of \$687,170.09
Commissioner Clark motioned to approve the warrant. Commissioner Sicard seconded the motion. Vote 5-0.
- b. Warrants dated May 12, 2021 in the amount of \$394,398.87
Commissioner Clark motioned to approve the warrant. Commissioner Sicard seconded the motion. Vote 5-0.

4 TO HEAR GRIEVANCE CONTINUANCE FROM FOP UNION

(executive session pursuant to personnel issues 1 M.R.S.A. §405 (6) (A) and/or consultation with legal counsel pursuant to 1 M.R.S.A. § 405 (6) (E) may be necessary)

Commissioner Sicard motioned to take this item off the table. Motion seconded by Commissioner Clark. Vote 5-0.

Commissioner Clark motioned to enter into executive session pursuant to 1 M.R.S.A § 405 (6) (E), consultation with legal counsel. Commissioner Sicard seconded the motion. Vote 5-0.

Commissioner Clark motioned to come out of executive session. Commissioner Sicard seconded the motion. Vote 5-0.

Commissioner Dutremble informed all that he will recuse himself from voting.

Commissioner Clark motioned to deny the grievance. Commissioner Andrews seconded the motion. Vote 3-1 (Commissioner Ring opposed and Commissioner Dutremble recused.)

5 TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS

None

6 TO HEAR ANY REPORTS FROM THE COUNTY MANAGER

- a. Update on Budget Committee process-The County Manager informed all that the next meeting will be at 6:00 p.m. tonight.
He went on to explain that once the guidance for the use of ARP funds arrived, it was discovered that it was not an allowable use of funds to add to the deeds revenue so that was removed from the budget and the deeds revenue was bumped back up to last year’s amount. We have received some additional funds from MEMA so that revenue line was increased by about \$13,251.00. These are the only changes in the budget so far.

7 NEW BUSINESS

- a. Introduce H.R. Director, Linda Corliss to seek hiring approval for Kaitlyn O’Neil in the position of jail records clerk with a hire date of June 7, 2021.-
H.R. Director Linda Corliss requested the hiring of Kaitlyn O’Neil in the position of Jail Records Clerk with a hire date of June 7, 2021. She explained that this position is already a funded position.
Commissioner Clark motioned to approve the hiring of Kaitlyn O’Neil in the Position of Jail Records Clerk with a hiring date of June 7, 2021. Commissioner Sicard seconded the motion.
DISCUSSION: Commissioner Ring asked what the starting rate of pay is.
H.R. Director Corliss replied, \$16.11 per hour. Commissioner Ring asked isn’t

100 this above entry level? H.R. Director Linda Corliss replied that it is within the
101 guidance of the MSEA contract. Vote 5-0.
102

103 b. Discussion regarding Grants/ARP funding manager- County Manager Zinser
104 explained that he is requesting to hire someone to assist in the recording and
105 management and tracking of the funds. He informed the Board that he and Finance
106 Director Lemieux submitted the request for funding to the Treasury and should
107 receive the first round of funding by weeks end. The County Manager continued
108 that there are very specific categories for its use. He is requesting the
109 Commissioners authorize this position and allow for a job description to be created.
110 Commissioner Sicard asked if we could hire an independent contractor? County
111 Manager Zinser replied that paying salaries of employees is the only reference
112 made in the guidance but that he can look into this. Commissioner Sicard
113 suggested that maybe our auditor could perform this function. County Manager
114 Zinser replied these funds will require a whole separate audit for the County.
115 Commissioner Dutremble added that he believed due to segregation of duties they
116 cannot do it. Commissioner Sicard replied that maybe we could find another firm.
117 Commissioner Clark stated that he firmly supports hiring someone to work on this
118 full time but that he would hope we could write it up with employment for 24
119 months with an option to renew. He added that he does not want to hire someone
120 who is still here four years from now. Commissioner Clark inquired how long will
121 it take to put together the position description and ad campaign to get this person
122 hired. The County Manager replied that we can have a job description by the next
123 meeting. H.R. Director Corliss added that we do have a full time, temporary
124 position category in our personnel policy now. Commissioner Dutremble suggested
125 the word, project should be used (in the job description). County Manager Zinser
126 stated that a draft job description will be provided to the Commissioners and then
127 we can proceed.
128 Commissioner Clark motioned that the Commissioners ask the County Manager
129 and H.R. Director to bring us a position description and strategy to fill this position
130 at the next meeting. Commissioner Sicard seconded the motion. Vote 5-0.
131

132 c. Discussion of public process for use of American Rescue Plan funds-County
133 Manager Zinser stated that he knows he and some Commissioners are getting e-
134 mails with requests to meet about the use of the funds and inquiries as to what we
135 are going to do from Non-profits, legislators and other towns. He added that there
136 has been some discussion of a public hearing from the Commissioners. *"You have*
137 *outlined some preliminary items you'd like to look at. What is your pleasure as to*
138 *how you'd like to proceed?"*, asked the County Manager.
139 Commissioner Clark responded that we need to establish Hearing dates and
140 publicize them to our Legislative delegation, town officials and non-profits and
141 advertise in newspapers. Commissioner Clark added that he doesn't want to do
142 this in pieces and that he wants to get it done and be sure that everyone has an
143 opportunity to get their voices heard with no one having an inside track.
144 Discussion ensued as whether to have an in- person or ZOOM meeting. It was
145 ultimately decided to conduct an in-person Hearing on June 16, 2021 beginning at
146 2:00 p.m. with the location to be worked out. Commissioner Ring suggested the
147 Vaccination Center in Sanford.
148 Commissioner Sicard commented that he would ask that we reiterate what the
149 guidelines (of spending the funds) are as we know what this money can be used
150 for. Commissioner Sicard continued that he believes it should be spent on a

151 project that benefits as many of the citizens as possible and something big that can
152 last a long time. If we divide the money, it won't be a lot, stated Commissioner
153 Sicard. Commissioner Dutremble added that a lot of York County towns and
154 cities are getting millions of dollars, also.
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157 **8 OLD BUSINESS**

158 a. Memo from County Manager regarding responses to audit letter- County
159 Manager Zinser reviewed the letter that replies to solutions to the Management
160 letter with the Commissioners (attached as record). Commissioner Dutremble
161 asked if once the vacant position is filled will the accounts be reconciled in 30
162 days? County Manager Zinser replied that should be able to be done.
163 Commissioner Ring asked if the employees in Finance work 40 hours and do they
164 stay late if their jobs aren't done? County Manager Zinser replied that they stay
165 as late as they need to but we had a vacant position and that we cannot expect one
166 person to do all that stuff.

167 Commissioner Ring responded that she thinks we need to pay attention to filling
168 positions in a more timely manner. It is important to have our books reconciled
169 on a more regular basis.
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171 **9 TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL**
172 **ISSUES PURSUANT TO 1 M.R.S.A. §405 (6) (A), ACQUISITION OF**
173 **REAL PROPERTY OR ECONOMIC DEVELOPMENT PURSUANT**
174 **TO 1 M.R.S.A. § 405 (6) (C), LABOR NEGOTIATIONS PURSUANT**
175 **TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION WITH LEGAL**
176 **COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E), REVIEW OF**
177 **CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6)**
178 **(F)**

179 Commissioner Clark motioned to enter into executive session pursuant to
180 1 M.R.S.A. § 405 (6) (E), consultation with legal counsel. Commissioner Sicard
181 seconded the motion. Vote 4-0 (Commissioner Ring out of room). Commissioner
182 Ring returned and was present during this session.

183 Commissioner Clark motioned to come out of executive session. Commissioner
184 Sicard seconded the motion. Vote 5-0.

185 No action taken.
186

187 **10 PUBLIC COMMENT(S) ON ANY ITEM(S)**

188 **ITEM HEARD BEFORE Item #9.** Janet Drew from York stated that she wished to comment
189 regarding the discussion the Commissioners had about how to do the public
190 meeting about the (ARP) funds. She continued that she has been on a
191 ZOOM meeting with 1000's of people and they are in break out rooms and
192 come out with a summary. (In her opinion), this is way more effective and
193 works without people fighting to be heard. You'll get summaries instead of
194 six pages of letters to read, stated Ms. Drew.
195

196 **11 ADJOURN**

197 Commissioner Clark motioned to come out of executive
198 session. Commissioner Sicard seconded the motion. Vote 5-0.
199 Meeting adjourned at 6:04 p.m.



COUNTY OF YORK

Robert L. Andrews
District 1

Richard R. Dutremble
Chairperson
District 2

Allen R. Sicard
Vice-Chairperson
District 3

Donna L. Ring
District 4

Richard Clark
District 5

45 Kennebunk Road
Alfred, Maine 04002

(207) 459-2313
Fax (207) 324-9494
YC-Commish@yorkcountymaine.gov

Gregory T. Zinser
County Manager

Kathryn A. Dumont
Assistant to the Manager

Linda M. Corliss
Deputy County Manager
Human Resource Director

Lorene B. Lemieux
Finance Director

May 27, 2021

TO: Greg Zinser
County Manager

FROM: Linda M. Corliss on behalf of Lori Lemieux – Finance Director
H.R. Director and Deputy County Manager

RE: Hiring of (Full-Time) Special Assistant to the Finance Director

I would like to make a formal request for approval to fill the Full-Time Special assistant to the Finance Director position within the York County Finance Office. This position is already funded within the budget.

The position was posted internally within the County with no applicants. It was then posted externally, qualified candidates were interviewed, and a final candidate was selected.

A complete hiring packet is available for the Commissioners review on **Logan Corliss**. I am looking for approval from the Commissioners for a Monday, **June 21, 2021** hire date.

If you have any questions, please let me know.

**York County
Emergency Management Authority**

**Request for Proposals
Construction Management at Risk Services**

May 17, 2021

To: CM at Risk
From: Lassel Architects
RE: CM RFP/Q – Renovations of an existing cell block into EMA offices

General information:

This is a renovation project. York County Emergency Management will be moving into a wing of the of the former prison on route 4 in Alfred, Maine. This 3,100 SF single story wing was built in 1984. The general construction for entire building started in the late 1970's. The building currently houses County Administrative offices and York county Emergency Management. The structures are CMU bearing and party walls and precast roof deck. Existing duct ways and shaft will be used for HVAC/Plumbing/Electrical distribution where feasible.

Lassel Architects has been working with the County on programming and preliminary floor plans. Attached to this RFP are preliminary plans and outline specifications.

The work includes pre-construction services for budgeting and coordination with the County and Architects/Engineers for bidding.

Selection process and time line:

All Candidates will provide a complete response to this RFP/Q. The determination will be made based upon best overall fees, time line and services.

Preliminary schedule:

RFP/Q issued: Friday May 17, 2021
RFP/Q proposal due date: May 28, 2021
100% Bid documents for final review July 30, 2021
Bid results August 26, 2021
GMP September 9, 2021
Immediate construction starts.

You are encouraged to visit the site. Prior to any site visit please contact Kathy Dumont; Assistant to the York County Manager: 207 459 2312 for times and any procedural requirements.

This request for proposal deals with work to expand offices in older sections of the building with some updates to renovation work done a few years ago.

Outline of work:

- Demolition of existing non-structural CMU walls between cells and central CMU wall that is assumed non-structural. In the event that it is we would like to carry a contingency for its removal and the addition of a steel beam and steel posts.

- New HVAC system to work with some the existing duct work and shafts.
- New electrical, lighting and life safety systems
 - Demolition of existing wiring and systems not longer needed. CM to review all existing.
 - Panels and wiring to connect to new updated entry.
- New exterior windows, doors and associated structural bearing as needed
- New interior solid core wood veneer doors and frames with associated hardware
- New interior finishes, including:
 - Flooring
 - Ceilings and lighting
 - demising framed walls and furred out walls on exiting CMU structures, paint GWB
- Minor modifications to the existing control room in the large training room.
 - Tap off existing HVAC duct to provide make up air along with heating and cooling. Removal of concrete block and installation of louver to allow for air flow. Duct size needs to calculated for space size.
- This is may be a Davis Bacon project based on funding source.

General Requirements

Contractors submitting proposals must respond in writing to all requirements of this Request for Proposals (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional, relevant information may be included with the submittal requirements.

Submission deadline is June 12, 2015 at the county offices by close of business day.

Costs incurred for the preparation of responses to this RFP are the sole responsibility of the contractor. The Owners reserve the right to select or reject any contractor that it deems to be in it's best interest to accomplish the project specified. The Owners reserve the right to accept or reject one or more items of a submission, all items of a submission or any combination of items. The Owners reserve the right to discontinue the selection process at any time prior to the awarding of a contract. The Owners reserve the right to waive defects and informalities of the submissions.

Requirements

The construction budget for the project including General Conditions, Contingency, Profit and overhead is approximately \$850,000. Funding is through the County and funds are available and set aside.

The Construction Manager shall be expected to perform all professional services consistent with the industry accepted roles of a Construction Manager and as outlined in the AIA CM at risk contract. In general they shall include, but shall not necessarily be limited to:

- Attending meetings with the Owners and/or Architect as necessary, throughout the remaining design and construction processes, including public presentations if needed.
- Assuming charge of and responsibility for all project phasing and scheduling, including but not limited to, all construction activities as well as integrating the schedules related to all systems provided by others. The Construction Manager's preparation and maintenance of a master project schedule shall not imply responsibility for the performance of contractors separately employed by the Owners.
- Assuming charge of, and responsibility for, project cost estimating. Such estimating shall be accomplished by the Construction Manager, without creating obligations to prospective sub-bidders. It shall be the Construction Manager's responsibility to satisfy him that he has acquired an understanding of the project adequate for the proper preparation of such estimates.

- Conduct constructability reviews, providing recommendations regarding potential design improvements, materials, equipment selections, and cost savings.
- Local building permitting. Owner will go provide State permitting.
- Value Engineering and pricing of alternates and allowances as needed.
- Construction Sub-bidding and Sub-contracting, including the pre-ordering of long lead items. Three sub bids shall be obtained for each principal sub trade or system.
- Construction phase management, coordination, inspection, supervision, safety and quality control services.
- Review and verification of additional costs, if any, as may be requested by subcontractors.
- Construction phase submittal/shop drawing review, approval, processing and coordination.
- Construction phase records and accounting, including the preparation of electronic Record Drawings.
- Project close-out, and building start-up management and coordination

Scheduling and Availability

As part of their response to this Request for Proposal Contractors shall:

- Provide information on current workload and describe how the firm would accommodate this project.
- Outline the schedule to be implemented to meet the expected project requirements and construction.
- Describe the methods the firm will use to maintain the implemented schedule.

Submittal Requirements

- Lump-sum construction management fee and payment schedule for the proposed project.
 - General Conditions, listing services and costs to be included under General Conditions.
- Overhead & Profit
- Change order percentage for both DEDUCTS and ADD items.
- Schedule for completion. The time to complete the project shall not be a consideration in selecting the CM.
- The CM shall solicit a minimum of 3 bids from all major subcontractors for the project and shall award the work to the lowest responsible bidder in each case. Bids shall be provided to the Owner for review.
- Insurance coverage
- The CM may perform the work specified for one or more components provided however that at least two other bids are received from other subcontractors.

Insurance

The successful CM firm will be required to submit certificates of insurance showing minimum general liability limits of \$2,000,000.00. Other types of liability coverage and workers compensation participation as outlined in A201 shall be identified. Thirty day notice is required for cancellation of policy.

Performance Bonds at 100% of contract and labor/ material bonds at 100% of the contract may be required of CM firm awarded the contract.

Selection

The Owners will review submissions. After review of submissions and prior to final ranking, Owners representatives may, at their discretion, conduct interviews with a limited number of firm(s). Contractors who are interviewed should anticipate interviews that focus on their approach to this project and the professionals who will be directly involved in the project.

The Owners will rank the vendors and negotiate with the most qualified vendor on price, terms and conditions.

Form of Agreement

The form of agreement between The Owners and Construction Manager shall be AIA-A133 (Compatible Edition). General Conditions shall be AIA-201, General Conditions of the Contract for Construction (Compatible Edition), with Supplementary Conditions to be prepared by the Owner and Architect. Should the proposing Construction Manager require any modifications to this Form of Agreement or General Conditions, all such modifications shall be listed in the Proposal Form.

After the execution of the AIA A133 Agreement, the Construction Manager shall prepare a Guaranteed Maximum Price AIA A133 Exhibit A (Compatible Edition) for the entire scope of the Work and upon the Owners' acceptance of the Guaranteed Maximum Price; it shall be amended to the Agreement.

The Construction Manager will be expected to work closely with the Owners, Architect, Engineers and Consultants and will be encouraged to propose appropriate cost and time saving alternatives.

Response Format

The items listed below shall be submitted with each submission in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a submitter to include all listed items will result in their submission being rejected.

Cover Letter

Provide a cover letter indicating your firm's understanding of the requirements relating to this submission. The letter must be brief and formal from the submitter that provides information regarding the firm's interest in and ability to perform the requirements of this RFQ. A person who is authorized by the organization to enter into an agreement York County will sign the letter.

Please include all contact information.

Acceptance of Conditions

Indicate any exceptions to the specifications, terms and conditions of this RFP, including the Scope of Services as well as contract documents listed above in VIII Form of Agreement.

Company Background

- Years in business under present name.
- Key personnel, job Forman and job superintendent
- Name and address of each office location.
- Ownership structure (Corporation / Partnership).
- Names and titles of officers in the company.
- Similar projects
- Description of the firm's philosophy of Construction Management. Describe how the firm provides continuity between pre-construction and construction services. Include a

complete listing of Construction Management services proposed to be provided by the firm prior to the commencement of construction.

Qualifications

- Describe firm qualifications, experience and project understanding.
- Provide resumes for key personnel that will be assigned to this project.
- Demonstrate the firm's qualifications and experience in similar renovation projects.
- Description of the firm's construction safety program and safety record.

Project Manager

- Identification and qualifications of all key personnel to be used, including Project Executives, Project Manager, Project Engineer, General Superintendent, Superintendent, Assistant Superintendents, and Estimators. (Note: If more than one person is expected to be assigned to any position, i.e. two assistant superintendents, please provide name and qualifications of each.) Submission of names shall be a commitment on the part of the Construction Manager to retain stated personnel on the Project throughout its duration. It is a specific requirement that each Project Manager and Superintendent attend any presentation to the Owners.

Firm Resources

- Describe the firm's personnel resources available to the Project Manager.
- Describe key personnel to be assigned from within the firm and any key outside sub-consulting firms for this project.
- Demonstration of successful management systems for the planning, organizing and monitoring of similar construction projects. Among these are conceptual estimating, budgeting, scheduling and cost controls.
- Identification of Work, if any, proposed to be performed by the Construction Manager's own work forces.

References

- Provide references (with contact name and telephone number) of similar projects for which your company has, in whole or in part, provided services.

Financial

- Proposed Construction Manager's fees (lump sum) for both the base contract and any Owner authorized changes.
- The hourly labor rates, all-inclusive (wages, taxes, insurances, contributions, assessments, benefits, etc.), for all reimbursable personnel to be included on the project team.
- Financial references and current bonding limitations.

Other

- Is your firm currently involved in, or are you anticipating, any litigation, arbitration or mediation? If so, please explain.

- Other information, qualifications and/or exceptions as each Construction Manager may consider appropriate to the selection process.

Proposal Content

Proposals should be formatted to 8.5"x11" pages and contents bound. **Paper and digital submissions are acceptable.** Paper submissions shall be sealed and clearly marked York County 3A office renovations. Proposals should include but not be limited to the following information:

1. Name, address and telephone number of your firm and email of primary contact.
2. Type of organization (i.e. individual, partnership, corporation, joint venture, etc.) and year established.
3. Principles of firm.
4. Diagram of proposed organizational structure.
5. Information required per section, Response Format ,of this Request for Proposal.

The Criteria for evaluation will include:

Demonstrated experience in renovation projects.

- Quality of information based on completeness, relevance, conciseness and organization of materials.
- Demonstrate the ability to accurately develop needs and project budgets and maintain those throughout the project.
- Response of references.
- Have the available resources to complete the project

Attachments

Progress Plans for construction

Contact List

Owner's project manager, Rick DeRochemont: rsderochemont@yorkcountymaine.gov	207 459 2443
Architect, Michael Lassel: mike@lasselarchitects.com	207 384 2049
Project manager, Michal Kaleta: michal@lasselarchitects.com	207 384 2049

Attachments: preliminary floor plans existing and proposed.

JOB DESCRIPTION

County of York



Human Resources

**American Rescue Plan Act
Financial
Project Manager**
(Long Term - Temporary Position)

Status: Full-time
FLSA: Exempt (Salary)
(Temporary)
Annual Salary: Negotiable
Union: Non-Union
Reports to: Finance Director

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

The American Rescue Plan Act (ARPA) Financial Project Manager will manage the execution of ARPA allocation received by York County. The position requires advanced knowledge of federal, state, and local regulations specifically auditing, procurement, and labor laws. The ARPA Financial Manager will be required to perform discretionary work involving legal contracts, and preparation of federal reporting documents representing the County. Additionally, the position will administer the ARPA allocation through its lifecycle and ensure proper due diligence including financial management of the program, project scope development and execution, and general assistance to management within the County.

Under the direction of the County Manager, Deputy County Manager and Finance Director, the ARPA Finance Manager will perform a wide variety of program related tasks, including but not limited to, federal reporting and compliance, record-keeping, budget and financial oversight, procurement, labor standards, coordination with various government and non-government entities,

along with the creation and implementation of programs authorized under the federal legislation. In addition, the ARPA Finance Manager may perform other related duties as assigned.

This is a term position to coincide with the ARPA which expires on December 31, 2024. Opportunities for extensions may exist beyond this date.

ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.)

1. Monitor ARPA expenditures and comply with federal program guidelines.
2. Maintain records of all payments and manage all change requests.
3. Perform research on all program issues and prepare quarterly reports for all program related activities.
4. Administer program records and evaluate financial reports to analyze all annual progress and perform a review on program expenditures.
5. Coordinate financial records with the Finance Director and County Manager.
6. Prepare required reporting paperwork for the U.S. Department of Treasury.
7. Execute program management oversight on behalf of York County; especially programmatic requirements established by federal legislations.
8. Managing timelines and deliverables for projects sponsored with ARPA funds.
9. Coordinate the execution of contract documents for projects sponsored with ARPA funds.
10. Coordinate with other entities and individuals in the execution of York County's ARPA program.

KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:

This position requires effective oral and written communication skills, excellent interpersonal skills, and intermediate to advanced computer literacy.

Incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the public.

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

Incumbent must have the demonstrated ability to synthesize large quantities of complex data into actionable information. Then possess the knowledge to utilize this information in financial reporting and dining mining tools such as, SQL, Access, etc.

Ability to:

- Adheres to County Government Policy and Procedures.
- Performs duties as workload necessitates.
- Maintains a positive and respectful attitude.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Meets County Government productivity and quality standards.
- Maintains appropriate customer relations.
- Strong demonstrated use of Excel, Word, and PowerPoint.
- Proven ability to track and manage several projects and processes simultaneously.
- Self-motivated, highly organized, and detail oriented.

Education:

Bachelor's degree in Finance, Accounting, Planning, Business, or related field; CPA a plus; years of experience in finance field may be substituted for an advanced degree.

EXPERIENCE AND CERTIFICATIONS

Experience:

- Public sector finance experience preferred but not required. Familiarity with Munis a plus but not required.
- A minimum of 5 years' experience working directly with financial data. Specifically researching, analyzing, and presenting financial spreadsheets.

NECESSARY SPECIAL REQUIREMENT(S)

- Must be 18 years of age or older.
- High school graduate or equivalent required.

- Must successfully pass a pre-employment background check, and reference check.
- Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of that must be met by the employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit for long periods of time; walk; use hands to type for in a repetitive motion; and reach with hands and arms. As well as on occasion lift 20 pounds or more.

York County Government is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.
