

A RESOLUTION CREATING A 1.0 FTE ADMINISTRATIVE COORDINATOR POSITION IN THE CLERK/REGISTER OF DEEDS OFFICE

WASHTENAW COUNTY BOARD OF COMMISSIONERS

April 19, 2006

WHEREAS, the County Clerk/Register's Office eliminated an Administrative Coordinator position in 2003 due to streamlining of processes prior to Election Consolidation; and

WHEREAS, Michigan Election Consolidation Laws implemented in January 2005 have increased the functions and state-mandated duties of the County Clerk/Register's Election Division as well as the frequency of elections; and

WHEREAS, the County Clerk/Register now serves as the Election Coordinator for all School Elections, assuming the responsibilities formerly held by the 10 school districts' election coordinators; and

WHEREAS, these responsibilities include scheduling of polling locations, hiring and scheduling election inspectors, programming and printing ballots, providing Qualified Voter File support, accepting candidate filings and nominating petitions as well as school related proposal language; and

WHEREAS, it is determined that the increased occurrence of elections and the accompanying duties indicate a need for a 1.0 FTE Administrative Coordinator position; and

WHEREAS, the salary and fringe costs for this position will be funded through cost savings from a reduced use of part-time/temporary personnel in the Register of Deeds and Elections Divisions of the Clerk/Register's Office; and

WHEREAS, this matter has been reviewed by Corporation Counsel, the Finance Department, Human Resources, the County Administrator's Office, and the Ways & Means Committee.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby approves the creation of the following position:

<u>Position #</u>	<u>Position Title</u>	<u>Grade</u>	<u>Group</u>	<u>Create</u>
2523-0034	Administrative Coordinator	25	32	1.0