

RESOLUTION 2002-7
OF THE CLINTON COUNTY BOARD OF COMMISSIONERS ADOPTING THE
COUNTY CONTROLLER FORM OF ADMINISTRATION AND SPECIFYING THE
DUTIES AND RESPONSIBILITIES ASSOCIATED WITH THE POSITION

WHEREAS, administration functions involving general accounting, payroll, accounts payable, budget development, purchasing, personnel, and fringe benefit administration are handled in the County Treasurer's Department, the County Clerk's Department, and the County Administrator's Office, and

WHEREAS, MCLA 46.13b allows the Board of Commissioners to assign these administrative duties to a County Controller, and

WHEREAS, the Clinton County Board of Commissioners find that the County Controller form of administration will provide for greater efficiency, accountability, and effectiveness in handling administrative duties of the County.

NOW, THEREFORE BE IT RESOLVED that the Clinton County Board of Commissioners hereby adopt the County Controller form of administration pursuant to MCLA 46.13b and provide for the following steps toward its implementation, recognizing that the County Clerk and County Treasurer are required to perform certain statutory functions.

1. The current County Administrator shall be assigned the duties and responsibilities associated with the County Controller pursuant to MCLA 46.13b but shall retain the title of County Administrator for official business purposes.
2. An Accountant position will be established and shall be assigned to the County Administrator's Office under the general supervision of the County Administrator.
3. The Bookkeeper II position in the Treasurer's Office shall be assigned to the County Administrator's Office and be under the general supervision of the Accountant.
4. The Accounts Payable Clerk in the County Clerk's Office shall be assigned to the County Administrator's Office under the general supervision of the Accountant.

5. The County Administrator functioning as Controller shall be responsible for all accounts payable duties including: receipt and review of invoices, approval of invoices for payment, preparation of warrants for signature, and maintaining a file of such transactions.
6. The County Administrator functioning as Controller shall be responsible for the all aspects of Payroll Administration.
7. The County Administrator functioning as Controller shall be responsible for maintaining all general accounting records of the County.
8. The County Administrator shall retain supervision detailed in the current job description.
9. The implementation of the foregoing steps shall commence upon the filling of the aforementioned accountant position.
10. Further it is recognized that additional personnel reassignments may become necessary as a result of anticipated technology efficiencies and/or process redesign analysis.

STATE OF MICHIGAN
COUNTY OF CLINTON

I, DIANE ZUKER, Clerk of the County of Clinton do hereby certify that the foregoing resolution was duly adopted by the Clinton County Board of Commissioners at the regular meeting held March 26, 2002 and is on file in the records of this office.

Diane Zuker, Clinton County Clerk