



CURRITUCK COUNTY NORTH CAROLINA

September 20, 2021

Minutes – Regular Meeting of the Board of Commissioners

WORK SESSION

1. 5:00 PM Campgrounds

The Board of Commissioners met at 5:00 PM in the Board Meeting Room to resume discussion and develop language for the Unified Develop Ordinance to allow Campgrounds as a use in Currituck County.

Planning and Community Development Director, Laurie LoCicero, used a powerpoint to review text amendment language agreed to at prior work sessions, the most recent held on September 7, 2021. Interim County Manager/County Attorney, Ike McRee, provided information in response to questions raised at the earlier work session, and determined that the number of campgrounds in a geographical area could not be set but the Board could establish distance buffers between campgrounds. In addition to limiting the number of campgrounds through distance requirements, license restrictions and denial of rezoning requests at the legislative process can also be used. Mr. McRee advised that distance buffers should be included in the text amendment. Commissioner Jarvis wanted distance buffering between campgrounds and, following discussion, the Board settled on a five mile separation. A minimum parcel size of fifty acres for new campgrounds was confirmed.

Traffic concerns prompted Commissioners to direct Planning staff to research traffic and trip generation statistics for campgrounds to determine whether to require a Traffic Impact Analysis. The Board asked staff to continue to reach out to other campgrounds to try to determine the industry standard for on-site residential dwelling units for full-time staff. The Board confirmed campgrounds can designate 20% of total campsites as seasonal, and year-round storage would be allowed at a maximum of 10% of existing sites. Stored items would require valid registrations and tags.

During review, Commissioners requested the proposed language be clarified to ensure only full-time campground employees are permitted to live on-site year-round and better defines the type and frequency of on-site inspections.

Commissioners agreed to allow yurts, camping cabins, tents, glamping tents, and eco-tents as alternative camping units, all of which are not to exceed 400 square feet. Park Model units and manufactured homes will be prohibited. Modular homes will be allowed for employee housing.

Ms. LoCicero responded to questions related to definition requirements under the Coastal Area Management Act and the relation to the County's participation in the

National Flood Insurance Program. Discussion prompted Commissioners to require that limitations be set for any campsites that fall within an established flood zone.

Planning staff said they will bring back the information requested for Board consideration with updated text amendment language. Discussion concluded and the Work Session closed at 5:50 PM.

6:00 PM CALL TO ORDER

The Currituck County Board of Commissioners held its regular meeting at 6:00 PM in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina.

| Attendee Name | Title | Status | Arrived |
|------------------------|---------------|---------------|----------------|
| Michael H. Payment | Chairman | Present | |
| Paul M. Beaumont | Vice Chairman | Present | |
| J. Owen Etheridge | Commissioner | Present | |
| Mary "Kitty" Etheridge | Commissioner | Present | |
| Selina S. Jarvis | Commissioner | Present | |
| Kevin E. McCord | Commissioner | Present | |
| Bob White | Commissioner | Absent | |

Chairman Payment called the meeting to order and announced the earlier Campgrounds work session.

A) Invocation & Pledge of Allegiance

Commissioner Beaumont offered the Invocation and led the Pledge of Allegiance.

B) Approval of Agenda

Commissioner Beaumont moved to amend the agenda to add a Work Session after the Closed Session to discuss the Fost Subdivision plat approval process and regulated utility connection. Commissioner Mary Etheridge seconded the motion. The motion carried, 6-0.

Approved agenda:

Work Session

5:00 PM Campgrounds

6:00 PM Call to Order

A) Invocation & Pledge of Allegiance

B) Approval of Agenda

Public Comment

Please limit comments to matters other than those appearing on

this agenda as a PublicHearing. Public comments are limited to 3 minutes.

Commissioner's Report

County Manager/County Attorney

Reports

New Business

- A) **Consideration of Bid Award Recommendation for the Historic Jail Stabilization Project, Phase I, and Authorize County Manager to Execute Contracts**
- B) **Board Appointments**
 - 1. Tourism Advisory Board
- C) **Consent Agenda**
 - 1. Budget Amendments
 - 2. Project Ordinance-Historic Jail Stabilization, Phase 1
 - 3. FY 20-21 Settlement for Current and Delinquent Taxes for Years 2012-2020
 - 4. Tax Order of Collections-2021
 - 5. Consideration of Travel Approval for Commissioners: Clerk of Superior Court Swearing-In Ceremony, Carteret County, & Waters Summit, Pitt County
 - 6. Job Description Revisions
 - 7. Approval Of Minutes: 9/7/2021, SM-6/3/2021

Recess

Special Meeting-Tourism Development Authority

TDA-Budget Amendment

Adjourn TDA

Special Meeting-Ocean Sands Water & Sewer District Board

OSWSD-Budget Amendment

Adjourn OSWSD and Reconvene

Closed Session

Closed Session Pursuant to G.S. 143-318.11(a)(3) to Consult with the County Attorney and Preserve the Attorney-Client Privilege

Amended-Work Session

Amended-Work Session: Fost Subdivision Plat Approval
Process and Regulated Utility Connection

Adjourn

| | |
|------------------|---|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Paul M. Beaumont, Vice Chairman |
| SECONDER: | Mary "Kitty" Etheridge, Commissioner |
| AYES: | Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |
| ABSENT: | Bob White, Commissioner |

PUBLIC COMMENT

Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.

Chairman Payment opened the Public Comment period and addressed speakers as to the rules for Public Comment.

Cindy Midkiff, resident of Swan Beach, expressed concerns with increased traffic on the off-road area, particularly behind the dune lines, and said the weight of horse tour vehicles are speeding up erosion and damaging utility cables. She said there is very little traffic behind the dune lines with the exception of horse tours, and asked that they be limited with rotating routes, and that only essential traffic be allowed to pass when road flooding is present.

Mildred Fowler of Swan Beach addressed the Board on behalf of off-road resident Tom Hurley. Concerns with the development of deep holes, exposed wires, and deterioration caused by repetitious action when flooded. She said the volume of horse tour vehicles exceeds that of tourists, residents and commercial vehicles and reported challenges with road maintenance and suggested establishing resources and funds for road repairs, reducing horse tour traffic and driver training, and flagging of utility lines.

Diane Hageman, an off-road resident on Midland Road, said although no vacation rentals exist on Midland traffic that is typically ten to fifteen vehicles per day jumps to over seventy when horse tour vehicles are included. She said the tour vehicles loop in front of her home, creating a bowl, and encouraged Commissioners to view videos previously sent. She asked that a balance be struck that would allow homeowners to enjoy their property and businesses to operate.

Bonita Bertovich, a Carova resident on Tuna Road, asked Commissioners to reduce the time that horse tours may operate behind the dunes. She reported the use of the Carova Park facility by Tour drivers results in additional wear and tear on Ocean Pearl Road and impacts response times for emergency vehicles, particularly when flooding exists.

Attorney Nick Ellis addressed Commissioners as representative of the group of concerned citizens. He summarized the concerns expressed by the speakers and referred to a letter shared earlier with Board members also outlining those concerns. He reviewed meeting

notes and survey results from prior years when similar comments were stated. He said the problem is not new but has been exacerbated, and asked the Board to use the authority given in County Ordinances to limit the number of tour operators or vehicles and to establish approved routes. He also requested tour operators be kept off of roads when standing water exists. Mr. Ellis offered to work with the Board to address citizen concerns.

No others were signed up nor wished to speak and the Public Comment period was closed.

Chairman Payment assured speakers their comments were heard and said the Board will discuss the topic at the Board Retreat early next year. Commissioner Beaumont said the Board is not interested in increasing the number of tour vehicles or licenses. Commissioner McCord said violations are increasing and licenses can be suspended for multiple violations. Commissioner J. Owen Etheridge encouraged citizens to attend the Board Retreat, as it is open to the public.

COMMISSIONER'S REPORT

Commissioner J. Owen Etheridge asked people to be extra careful on the roadways due to the presence of large trucks and combines during harvest season. He commented that drivers do not pay attention to posted Speed Limit signs.

Commissioner McCord reported a meeting with Social Services Director, Samantha Hurd, to discuss possible State funding cuts for mental health. A Memorial Service was held over the weekend for a young girl tragically killed on the roadway in front of the school. He offered his condolences and said police presence has been doubled in the school zones. He said grant funds had been awarded to the County for the purchase of permanent, electronic speed limit signs, and noted the steady traffic still on the beach. Information on Aviation Day and Community Day events were announced.

Commissioner Beaumont noted the rain date for Aviation Day. He said this month's Albemarle Regional Planning Organization meeting was cancelled because the North Carolina Department of Transportation has no funds for road improvements. He gave information on the Currituck Cooperative Extension Farm Festival event. Commissioner Beaumont will be out of town and unable to attend the October 4th Commissioners meeting.

Chairman Payment acknowledged the absence of Commissioner White, who is vacationing with family.

Commissioner Mary Etheridge announced she will be attending the North Carolina Association of County Commissioners' Risk Management Team Fall Retreat and would like to invite the group to have next year's meeting in Currituck County. The Board was agreeable to extending the invitation.

Commissioner Jarvis discussed the Aviation Day event and the plane rides planned for kids. She recognized Commissioner J. Owen Etheridge and all farmers for the work they do.

Following comments, Commissioner McCord and Commissioner J. Owen Etheridge reported they, along with Sheriff Beickert and Mr. McRee, will attend a ceremony for Currituck County Clerk of Superior Court, Ray Matusko, who will be sworn in as President of the North Carolina Conference of Clerks of Superior Court, an office never held by

Currituck County. An upcoming Legislative Update presented by Representative Bobby Hanig was also announced.

COUNTY MANAGER/COUNTY ATTORNEY REPORTS

Interim County Manager/County Attorney, Ike McRee, announced he will attend a meeting with other area County Managers to discuss additional funding for retiree benefits for former employees of Albemarle Mental Health. He said he will let Board of Commissioners know what Currituck County's share will be and he responded to questions about the county's requirement to fund the entity's retiree healthcare liability. He reported a grant previously submitted by Rebecca Gay, when serving as Deputy Emergency Management Coordinator, resulted in an award of \$1,040,864 from Federal Emergency Management Act (FEMA) to raise seven homes in the county that are subject to flooding.

NEW BUSINESS

A. Consideration of Bid Award Recommendation for the Historic Jail Stabilization Project, Phase I, and Authorize County Manager to Execute Contracts

Interim County Manager/County Attorney, Ike McRee, reviewed the bid tab for the Historic Jail Renovation. He remarked on the significant spread between the two lowest bids and confirmed the architect is comfortable with the low bidder's ability to perform. Mr. McRee reviewed the recommendation of award to Midwest Maintenance, Inc., in the amount of \$177,000.

Commissioner Jarvis moved for approval and the motion was seconded by Commissioner Beaumont. The motion carried, 6-0.

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Selina S. Jarvis, Commissioner |
| SECONDER: | Paul M. Beaumont, Vice Chairman |
| AYES: | Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |
| ABSENT: | Bob White, Commissioner |

B) Board Appointments

1. Tourism Advisory Board

Commissioner J. Owen Etheridge moved to approve Janice Farr to serve on the Tourism Advisory Board. Chairman Payment seconded the motion. The motion carried, 6-0.

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|------------------|---|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | J. Owen Etheridge, Commissioner |
| SECONDER: | Michael H. Payment, Chairman |
| AYES: | Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |
| ABSENT: | Bob White, Commissioner |

C) Consent Agenda

Commissioner Beaumont moved for approval of Consent Agenda. Commissioner Mary Etheridge seconded the motion. The motion carried, 6-0.

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|------------------|---|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Paul M. Beaumont, Vice Chairman |
| SECONDER: | Mary "Kitty" Etheridge, Commissioner |
| AYES: | Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |
| ABSENT: | Bob White, Commissioner |

1. Budget Amendments

| | | Debit | Credit |
|---------------------------|--|---|---|
| | | Decrease Revenue or Increase Expense | Increase Revenue or Decrease Expense |
| <u>Account Number</u> | <u>Account Description</u> | | |
| 50447-590511 | Historic Jail Preservation | \$ 275,000 | |
| 50390-495015 | T F - Occupancy Tax Fund | | \$ 275,000 |
| | | | |
| | | <u>\$ 275,000</u> | <u>\$ 275,000</u> |
| Explanation: | County Governmental Facilities Fund (50) - Increase appropriations for stabilization of the Historic Jail. | | |
| | | | |
| Net Budget Effect: | County Governmental Construction Fund (50) - Increased by \$200,000. | | |

| | | Debit | Credit |
|---------------------------|---|---|---|
| | | Decrease Revenue or Increase Expense | Increase Revenue or Decrease Expense |
| Account Number | Account Description | | |
| 10430-532001 | Supplies | \$ 1,521 | |
| 10440-514000 | Travel | \$ 14,435 | |
| 10440-514500 | Training & Education | \$ 3,210 | |
| 10440-532000 | Supplies | \$ 6,000 | |
| 10440-545100 | Credit Card Fees | \$ 15,000 | |
| 10460-545000 | Contract Services | \$ 2,261 | |
| 10460-592000 | Courthouse Projects | \$ 17,935 | |
| 10490-561000 | Professional Services | \$ 31,391 | |
| 10510-590000 | Capital Outlay | \$ 42,656 | |
| 10511-590000 | Capital Outlay | \$ 89,974 | |
| 10530-545000 | Contract Services | \$ 12,649 | |
| 10530-590000 | Capital Outlay | \$ 205,756 | |
| 10531-545000 | Contract Services | \$ 11,250 | |
| 10535-545000 | Contract Services | \$ 3,391 | |
| 10660-561000 | Professional Services | \$ 14,580 | |
| 10795-592000 | Recreation Projects | \$ 155,814 | |
| 10390-499900 | Appropriated Fund Balance | | \$ 627,823 |
| 20609-516000 | Contract Services | \$ 3,970 | |
| 20609-590000 | Capital Outlay | \$ 31,884 | |
| 20390-499900 | Appropriated Fund Balance | | \$ 35,854 |
| 28450-545000 | Contract Services | \$ 49,023 | |
| 28390-499900 | Appropriated Fund Balance | | \$ 49,023 |
| 63838-532000 | Supplies | \$ 12,843 | |
| 63838-545001 | Contract Services | \$ 15,041 | |
| 63838-561000 | Professional Services | \$ 25,760 | |
| 63390-499900 | Appropriated Retained Earnings | | \$ 53,644 |
| 66868-590000 | Capital Outlay | \$ 75,670 | |
| 66390-499900 | Appropriated Retained Earnings | | \$ 75,670 |
| 67878-533200 | Chemicals | \$ 3,095 | |
| 67878-545000 | Contract Services | \$ 47,405 | |
| 67878-590000 | Capital Outlay | \$ 4,746 | |
| 67390-499900 | Appropriated Retained Earnings | | \$ 55,246 |
| | | | |
| | | <u>\$ 897,260</u> | <u>\$ 897,260</u> |
| Explanation: | Various Departments - Carry forward prior year budgeted amounts for purchase orders encumbered in prior fiscal year and still open at year end. | | |
| Net Budget Effect: | Operating Fund (10) - Increased by \$627,823. | | |
| | Whalehead Stormwater Drainage District Fund (20) - Increased by \$35,854. | | |
| | Revaluation Fund (28) - Increased by \$49,023. | | |
| | Solid Waste Fund (63) - Increased by \$53,644. | | |
| | Southern Outer Banks Water Fund (66) - Increased by \$75,670. | | |
| | Mainland Sewer Fund (67) - Increased by \$55,246. | | |

| | | Debit | Credit |
|---|--------------------------------|---|---|
| | | Decrease Revenue or Increase Expense | Increase Revenue or Decrease Expense |
| Account Number | Account Description | | |
| 10650-526650 | Economic Development Incentive | \$ 14,305 | |
| 10320-411000 | Article 39 Sales Tax | | \$ 14,305 |
| | | \$ 14,305 | \$ 14,305 |
| Explanation: Economic Development (10650) - Increase appropriations to provided funding for partial cost required for Buffalo City Distillery LLC's connection to the County water system as approved by Board of Commissioners Resolution Authorizing Incentives Contract with Buffalo City Distillery LLC on August 5, 2019. | | | |
| Net Budget Effect: Operating Fund (10) - Increased by \$14,305. | | | |
| | | Debit | Credit |
| | | Decrease Revenue or Increase Expense | Increase Revenue or Decrease Expense |
| Account Number | Account Description | | |
| 10752-558200 | LINKS - Special | \$ 20,000 | |
| 10330-430004 | DSS COVID Funding | | \$ 20,000 |
| | | \$ 20,000 | \$ 20,000 |
| Explanation: Social Services Public Services (10752) - Increase budgeted line items for one-time allocation of Chafee funding for low-income utility funding. | | | |
| Net Budget Effect: Operating Fund (10) - Increased by \$20,000. | | | |

2. Project Ordinance-Historic Jail Stabilization, Phase 1

COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

SECTION 1. The project authorized is design and construction for the Historic Jail Museum: Phase 1 - Stabilization.

SECTION 2. The following amounts are appropriated for the project:

| | |
|---------------------------|-------------------|
| Historic Jail Restoration | \$ 275,000 |
| | <u>\$ 275,000</u> |

SECTION 3. The following funds are available to complete this project:

| | |
|-----------------------------|-------------------|
| Transfer from Occupancy Tax | \$ 275,000 |
| | <u>\$ 275,000</u> |

SECTION 4. The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

SECTION 6. CONTRACTUAL OBLIGATIONS

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

SECTION 7. USE OF BUDGET ORDINANCE

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 20th day of September 2021.

3. FY 20-21 Settlement for Current and Delinquent Taxes for Years 2012-2020

FY 20-21 SETTLEMENT FOR CURRENT & DELINQUENT TAXES FOR TAX YEARS 2012-2020 (G.S. 105-373)

| COLLECTION TOTALS FOR THE YEARS 2012 -2020* | | | | | | | |
|---|--------------------------|-----------------------------------|-----------------------|-----------------------|-----------------------|-------------------|---------------|
| YEARS | Levy All Charge Codes | Adjustments Releases/Writeoffs | Net Levy | Interest Collected | Tax Payments* | Unpaid Balance* | % COLL |
| 2020 | 36,968,119.26 | -20,812.81 | 36,947,306.45 | 78,473.61 | 36,644,429.56 | 302,876.89 | 99.18% |
| 2019 | 36,309,890.31 | -35,356.02 | 36,274,534.29 | 108,860.34 | 36,135,056.74 | 138,477.55 | 99.62% |
| 2018 | 35,527,521.71 | -24,560.36 | 35,502,961.35 | 86,291.50 | 35,456,328.58 | 46,632.77 | 99.87% |
| 2017 | 32,887,340.66 | 1,794.50 | 32,889,135.16 | 94,509.89 | 32,864,028.94 | 25,106.22 | 99.92% |
| 2016 | 31,866,781.01 | -52,553.81 | 31,816,227.20 | 94,738.09 | 31,802,807.33 | 13,419.87 | 99.96% |
| 2015 | 31,147,789.18 | -34,096.38 | 31,113,692.80 | 112,337.53 | 31,104,113.29 | 9,579.51 | 99.97% |
| 2014 | 30,606,696.75 | -31,064.99 | 30,575,631.76 | 103,739.52 | 30,569,073.49 | 6,558.27 | 99.98% |
| 2013 | 30,945,021.92 | -74,408.82 | 30,870,613.10 | 117,476.62 | 30,862,410.52 | 8,202.58 | 99.97% |
| 2012 | 30,147,850.90 | -86,796.80 | 30,061,054.10 | 117,656.74 | 30,052,952.68 | 8,101.42 | 99.97% |
| TOTALS | 296,407,011.70 | -357,855.49 | 296,051,156.21 | 914,083.84 | 295,491,201.13 | 558,955.08 | 99.81% |

*Collections through June 30, 2021

Note: 2017 Adj/Rel/Writeoff positive

Due to \$19,997.55 demolition fee added
198 Shortcut RdRespectfully Submitted
and Sworn to this the 13th day of September, 2021

Tracy Sample, Tax Collector

4. Tax Order of Collections-2021STATE OF NORTH CAROLINA
COUNTY OF CURRITUCKORDER OF COLLECTIONSTO THE TAX COLLECTOR OF THE COUNTY OF CURRITUCK:

You are hereby authorized, empowered, and commanded to collect the taxes due, for the current year and the nine prior years, set forth in the tax records filed in the office of the Tax Collector and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Currituck, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this 20th day of September, 2021.

5. Consideration of Travel Approval for Commissioners: Clerk of Superior Court Swearing-In Ceremony, Carteret County, & Waters Summit, Pitt County

6. Job Description Revisions

7) Approval Of Minutes: 9/7/2021, SM-6/3/2021

1. Sept. 7, 2021 Minutes

2. SM Minutes-6-3-2021

RECESS

The Regular Meeting of the Board was recessed by Chairman Payment in order for the Board to hold Special Meetings of the Tourism Development Authority and the Ocean Sands Water and Sewer District Board.

SPECIAL MEETING-TOURISM DEVELOPMENT AUTHORITY

The Currituck County Board of Commissioners, during a recess of its Monday, September 20, 2021 regular meeting, entered into a Special Meeting to sit as the Tourism Development Authority. The Special Meeting was called to order at 6:44 PM and was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, for the purpose of considering Budget Amendments.

TDA-Budget Amendment

Ike McRee, Interim County Manager/County Attorney, reviewed the Budget Amendments for consideration: Funding for the Historic Jail Stabilization Project, funding for the Corolla Wild Horse Fund and carry funds from the prior fiscal year.

Commissioner Jarvis moved for approval. Commissioner McCord seconded the motion. The motion carried, 6-0.

| | | Debit | Credit |
|---------------------------|--|---|---|
| | | Decrease Revenue or Increase Expense | Increase Revenue or Decrease Expense |
| <u>Account Number</u> | <u>Account Description</u> | | |
| 15447-587050 | T T - County Govt Facilities Fund | \$ 275,000 | |
| 15320-415000 | Occupancy Tax | | \$ 275,000 |
| | | \$ 275,000 | \$ 275,000 |
| Explanation: | Tourism Related Expenses (15447) - Increase appropriations to budget for Phase I Stabilization of the Historic Jail in Currituck. | | |
| Net Budget Effect: | Occupancy Tax Fund (15) - Increased by \$200,000. | | |
| | | Debit | Credit |
| | | Decrease Revenue or Increase Expense | Increase Revenue or Decrease Expense |
| <u>Account Number</u> | <u>Account Description</u> | | |
| 15442-526200 | Promotional Efforts | \$ 5,962 | |
| 15447-545000 | Contract Services | \$ 2,380 | |
| 15447-545002 | Historic Preservation | \$ 29,481 | |
| 15447-590000 | Capital Outlay | \$ 150,420 | |
| 15390-499900 | Appropriated Fund Balance | | \$ 188,243 |
| | | \$ 188,243 | \$ 188,243 |
| Explanation: | Tourism Promotion (15442); Tourism Related Expenses (15447) - Increase appropriations or funds encumbered in prior fiscal year but not completed by June 30, 2021. | | |
| Net Budget Effect: | Occupancy Tax Fund (15) - Increased by \$188,243. | | |
| | | Debit | Credit |
| | | Decrease Revenue or Increase Expense | Increase Revenue or Decrease Expense |
| <u>Account Number</u> | <u>Account Description</u> | | |
| 15447-545004 | Corolla Wild Horse Fund | \$ 69,200 | |
| 15390-499900 | Appropriated Fund Balance | | \$ 69,200 |
| | | \$ 69,200 | \$ 69,200 |
| Explanation: | Tourism Related Expenses (15447) - Increase appropriations to fund the Corolla Wild Horse fund for herd maintenance. | | |
| Net Budget Effect: | Occupancy Tax Fund (15) - Increased by \$69,200. | | |

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Selina S. Jarvis, Commissioner |
| SECONDER: | Kevin E. McCord, Commissioner |
| AYES: | Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |
| ABSENT: | Bob White, Commissioner |

ADJOURN TDA

There was no further business and Commissioner Mary Etheridge moved to adjourn. Commissioner J. Owen Etheridge seconded the motion. The motion carried, 6-0, and the meeting of the Tourism Development Authority adjourned at 6:46 PM.

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Mary "Kitty" Etheridge, Commissioner |
| SECONDER: | J. Owen Etheridge, Commissioner |
| AYES: | Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |
| ABSENT: | Bob White, Commissioner |

SPECIAL MEETING-OCEAN SANDS WATER & SEWER DISTRICT BOARD

The Currituck County Board of Commissioners, during a recess of its 6:00 PM regular meeting on Monday, September 20, 2021, entered into a Special Meeting to sit as the Ocean Sands Water and Sewer District Board. The meeting was held at 6:46 PM in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, for the purpose of considering Budget Amendments.

OSWSD-Budget Amendment

Ike McRee, Interim County Manager/County Attorney, reviewed the Budget Amendment for consideration which will carry over funds from the prior fiscal year.

Commissioner J. Owen Etheridge moved for approval. Commissioner Beaumont seconded the motion. The motion carried, 6-0.

| | | Debit | Credit |
|--|--------------------------------|---|---|
| | | Decrease Revenue or Increase Expense | Increase Revenue or Decrease Expense |
| Account Number | Account Description | | |
| 60808-545001 | Contract Services | \$ 3,740 | |
| 60808-590001 | Capital Outlay | \$ 15,948 | |
| 60390-499900 | Appropriated Retained Earnings | | \$ 19,688 |
| | | \$ 19,688 | \$ 19,688 |
| Explanation: Ocean Sands Water and Sewer (60808) - To carry forward funds that were encumbered in the prior fiscal year but had not been paid out by June 30, 2021. | | | |
| Net Budget Effect: Ocean Sands Water and Sewer District Fund (60) - Increased by \$ 19,688 . | | | |

RESULT: APPROVED [UNANIMOUS]
MOVER: J. Owen Etheridge, Commissioner
SECONDER: Paul M. Beaumont, Vice Chairman
AYES: Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
ABSENT: Bob White, Commissioner

ADJOURN OSWSD AND RECONVENE

There was no further business and Commissioner Beaumont moved to adjourn the Special Meeting of the Ocean Sands Water and Sewer District Board and reconvene the Regular Meeting. Commissioner Mary Etheridge seconded the motion. The motion carried, 6-0, and the Regular Meeting reconvened at 6:47 PM.

RESULT: APPROVED [UNANIMOUS]
MOVER: Paul M. Beaumont, Vice Chairman
SECONDER: Mary "Kitty" Etheridge, Commissioner
AYES: Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
ABSENT: Bob White, Commissioner

CLOSED SESSION

Chairman Payment asked for a motion to enter Closed Session pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and preserve the attorney-client privilege.

Closed Session Pursuant to G.S. 143-318.11(a)(3) to Consult with the County Attorney and Preserve the Attorney-Client Privilege

Commissioner Beaumont moved to enter into Closed Session. The motion was seconded by Commissioner Mary Etheridge. The motion carried, 6-0, and the Board went into Closed Session.

AMENDED-WORK SESSION**D. Amended-Work Session: Fost Subdivision Plat Approval Process and Regulated Utility Connection**

The Board returned from Closed Session and called a recess at 7:18 PM. The meeting reconvened at 7:24 PM for a work session on the subdivision approval process and utility connections for the Fost tract, Moyock Township.

Mr. McRee said the Work Session was being held to respond to concerns voiced by Justin Old, Allied Properties, LLC, about County processes for project approvals. Mr. McRee stated the county is in no way trying to hinder or halt any projects and is satisfied that staff is fulfilling their responsibility to move projects forward in accordance with County ordinances. Commissioners were updated on wastewater availability at Fost and were presented with issues of concern for state agencies that will need to be resolved in order for the intended purchaser of the Eagle Creek wastewater plant, Currituck Water and Sewer, LLC, to acquire the facility and provide service to the Fost subdivision.

Kevin Kemp, Development Services Director, used a powerpoint to present a full review of the process and timeline for the Fost development, beginning with the applicant's initial submittal. Wastewater infrastructure issues at the site and related requirements in the Unified Development Ordinance (UDO) were presented. Mr. Kemp reviewed requests by Allied Properties to begin construction and resulting staff determinations of incomplete due to the absence of the off-site wastewater system on the construction drawings, inconsistent with the amended plat. Mr. Kemp said pipes and roads within the subdivision have been installed and the wastewater connection is the last bit of infrastructure remaining. Certification from the North Carolina Department of Environmental Quality, required in the UDO, was recently received by the County. Conditions and concerns presented to the county by state agencies pertaining to the acquisition and operation of the Eagle Creek wastewater plant by Currituck Water and Sewer, LLC, were discussed. Mr. Kemp reviewed overhead maps to show the route of the proposed force main. He said it will require about fifteen weeks for installation.

Mr. McRee relayed conversation with the Attorney for the North Carolina Utilities Commission, who said Currituck Water and Sewer, LLC, does not want to comply with a consent judgment issued against the current owner of the Eagle Creek plant. Mr. McRee explained the conditions would have to be met by the new owners and includes converting the current vacuum system to a gravity system for collections. Other conditions include installation of a return line from the Eagle Creek plant back to Fost and a 150,000 gallon infiltration pond. Mr. McRee reviewed the role of the Public Staff at the North Carolina Utilities Commission.

Mr. Kemp summarized by saying 136 dwelling units are approved at Fost with no ability at this time to treat or dispose of wastewater. He responded to questions pertaining to UDO requirements relative to when construction can begin, submittals and state permits. Commissioners discussed the Eagle Creek plant, its issues with collections, and the need for amended submittals for Fost and an amended Use Permit for Currituck

Water and Sewer, LLC, as consequences of the return effluent line and pond requirements of the state.

Mr. Old was in attendance and asked to address the Board. Commissioner J. Owen Etheridge moved to amend the rules to allow Board discussion with Mr. Old and Commissioner McCord seconded the motion.

Chairman Payment said he agreed to discuss the issue with the applicant at a later date and the Work Session was for Commissioners to have a good understanding of the issues at Fost. Commissioner J. Owen Etheridge called the question and, following additional comments provided by Board members, the motion failed in a 3-3 tie. Commissioner J. Owen Etheridge, Paul Beaumont, and Kevin McCord voted in favor. Chairman Payment, Commissioner Mary Etheridge and Commissioner Selina Jarvis were opposed.

When asked by Commissioner Mary Etheridge about the County's liability, Mr. McRee said the County would not be liable but expressed concerns with what could happen if final plat went to record before there is a force main and the purchasing public can't get Certificates of Occupancy to move into their homes because there is no sewer.

Commissioner Beaumont said the County should have issued a stop work as required by the UDO and doesn't feel the builder should have to wait at this point. Mr. McRee said the Zoning Administrator has sole authority to interpret the UDO and recommends the Board amend the ordinance rather than direct the individual who has the authority.

Mr. Old was able to pose a question to staff and asked what ordinances were violated. Mr. Kemp provided section numbers which related to final plat, submissions, and central wastewater system connection certifications. Commissioners clarified the force main from the site to the plant has not been installed and must be before certification can be given.

Mr. McRee discussed the authority of the Zoning Administrator and provided options to remedy the issue by way of text amendment or letter of determination. Mr. Kemp said the county is not holding up the project, as the installation of the force main is not a County responsibility, and he believes pipe is at the site and ready for installation.

Discussion continued and Commissioners directed staff to follow what is written in the UDO going forward and to not deviate from the language. Commissioners discussed allowing the final plat and sewer line install to run concurrently, as directed by the previous County Manager, Ben Stikeleather. Commissioner J. Owen Etheridge made a motion to allow staff to develop a text amendment to address the issue and implement the process for concurrent tracking as discussed. Commissioner McCord seconded the motion. The motion carried, 6-0. Commissioners directed Mr. Kemp to move forward to develop a solution on how to proceed with a text amendment for a parallel review of the matter. Mr. Kemp said he will consult with Eric Weatherly, Engineer, regarding the force main connection to the system.

Chairman Payment said he will follow up with the applicant to see if he would like to meet with staff for further discussion. The Work Session concluded at 9:00 PM.

ADJOURN**Motion to Adjourn Meeting**

There was no further business following the work session and Commissioner Beaumont moved to adjourn. The motion was seconded by Commissioner Jarvis. The motion carried, 6-0, and the meeting of the Board of Commissioners concluded at 9:00 PM.

| | |
|------------------|---|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Paul M. Beaumont, Vice Chairman |
| SECONDER: | Selina S. Jarvis, Commissioner |
| AYES: | Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner |
| ABSENT: | Bob White, Commissioner |



BOARD OF COMMISSIONERS CAMPGROUND WORKSHOP

September 20, 2021

AGENDA OF WORKSHOP:

- A. Alternative Camping Unit discussion
- B. Follow-up on proposed Text Amendments from September 7th Workshop



AGENDA ITEM A: ALTERNATIVE CAMPING UNITS DISCUSSION

| <u>TYPES OF ALTERNATIVE CAMPING UNITS</u> | |
|--|-------------------------------|
| | <u>CAMPING CABINS:</u> |
| | <u>TENTS:</u> |



YURTS:



ECOTENT:



GLAMPING:

RECREATIONAL VEHICLES, TRAILERS & PARK-MODEL TRAILERS



RECREATIONAL VEHICLE:



TRAVEL TRAILER:



PARK MODEL TRAILER

MANUFACTURED VS. MODULAR HOMES**MANUFACTURED HOME:****MODULAR HOME:**



AGENDA ITEM B- TEXT AMENDMENTS UPDATE FROM SEPTEMBER 7TH WORKSHOP

NONCONFORMING CAMPGROUNDS

PROPOSED TEXT AMENDMENT TEXT

8.2.6 Nonconforming Campgrounds

Private campgrounds are not allowed as a principle use in Currituck County. All existing campgrounds and campground subdivisions are nonconforming uses subject to the following standards:

A. General Standards

- (1) Camping is an allowed use of land only in existing campgrounds and campground subdivisions.
- (2) ~~Campers~~ Recreational vehicles or tents may not be modified in any manner that would render the recreational vehicle or tent ~~unit~~ non-transportable.
- (3) No recreational vehicle or tent ~~or camper~~ may shall be located remain on a campsite in a campground or campground subdivision for a period of more than 60 90 days per calendar year.
- (4) Additions to recreational vehicles or tents ~~campers~~ are not permitted.
- (5) ~~Modifications to existing campgrounds are permitted provided the changes do not increase the nonconformity with respect to number of campsites that existed on January 1, 2013.~~
Each campsite space shall be identified by a permanent number which shall not be changed. The appropriate number of each campsite space shall be permanent and visibly displayed on each space. Each number shall be placed on a concrete, wood, metal or any permanent post or object and conspicuously located on the lot.

- (6) Every campground owner or operator shall maintain an accurate register containing a record of all occupants in the campground. The register shall be available for inspection at all times by authorized county representatives. The register shall contain the following information:
 - (a) Name and address of the occupants of each space;
 - (b) Campsite space number; and
 - (c) Date when occupancy within the campground begins and date when occupancy within the campground ceases.
- (7) Storage areas for unoccupied recreational vehicles or unoccupied tents are prohibited.

B. Existing Campgrounds

- (1) Existing campgrounds may not be expanded to cover additional land area or exceed the total number of campsites that existed on January 1, 2013.
- (2) ~~Campers~~ Recreational vehicles or tents may not be placed on a permanent or temporary foundation.
- (3) Campsites spaces may have a wooden platform not to exceed 100 square feet. Platforms must be 12 inches or less in height from existing grade. Handicap ramps are not subject to the maximum height requirement and square footage provided the ramp does not exceed five feet in width.
- (4) Campgrounds shall not include permanent residences, excluding one dwelling unit to be occupied by the park caretaker or manager.
- (5) Only recreational vehicles or tents may be placed in a campground.

Chapter 10- Definitions

CAMPER- See "Recreational Vehicle"

~~A portable dwelling (as a special equipped trailer or automobile vehicle) for use during casual travel and camping.~~

CAMPGROUND- Any area, place, parcel or tract of land on which two or more campsites are occupied or intended for occupancy or facilities established or maintained, wholly or in part, for the accommodation of recreational vehicles or tents ~~camping units~~ for periods of overnight or longer, whether the use of campsites and facilities is granted gratuitously, or by rental fee, lease or conditional sale, or by covenants, restrictions and easements. Campground includes but not limited to, a travel camp, recreational camp, family campground, camping resort, recreational vehicles park and camping community.

Campground does not include a summer camp, migrant labor camp or park for manufactured homes, or a construction camp, or storage area for unoccupied recreational vehicles or unoccupied tents ~~camping units~~.

CAMPSITE SPACE- A space designed and promoted for the purpose of locating a recreational vehicle or tent.

LIGHT DUTY TRUCK- ~~For the purposes of Section 7.4., Flood Damage Prevention, any~~ Any motor vehicle rated at 8,500 lbs. Gross Vehicular Weight Rating or less which has a vehicular curb rate of 6,000 lbs. or less and which has a basic vehicle frontal area of 45 square feet or less as defined in Title 40 US Code of Federal Regulations at Subpart 86.082-2 and is:

- (a) Designed primarily for purposes of transportation of property or is a derivation of such a vehicle; or,
- (b) Designed primarily for transportation of persons and has a capacity of more than 12 persons; or,
- (c) Available with special features enabling off-street or off-highway operation and use.

TRAVEL TRAILER - See "Recreational Vehicle"

~~A structure that is: a. Intended to be transported over the streets and highways (either as a motor vehicle or attached to or hauled by a motor vehicle), and b. Is for temporary use as sleeping quarters, but that does not satisfy one or more of the definitional criteria of a manufactured home.~~

RECREATIONAL VEHICLE- A vehicle built on a single chassis; 400 square feet or less when measured at the largest horizontal projection; designed to be self-propelled or permanently towable by a light duty truck; designed primarily not for use as a permanent dwelling, but as a temporary living quarters for recreational, camping, travel, or seasonal use; fully licensed and ready for highway use; that does not exceed 8.5 feet in width in the transport mode; and of a size and weight that does not require a special highway movement permit when towed by a motorized vehicle. Recreational vehicles shall not have any permanent (hard) wiring, plumbing, or mechanical connections. The term "recreational vehicle" does not include a "manufactured home".

~~For the purposes of Section 7.4., Flood Damage Prevention, a vehicle, which is:~~

- ~~a. — built on a single chassis;~~
- ~~b. — 400 square feet or less when measured at the largest horizontal projection;~~
- ~~c. — designed to be self-propelled or permanently towable by a light duty truck;~~
- ~~d. — designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use; and,~~
- ~~e. — is fully licensed and ready for highway use.~~



NEW CAMPGROUNDS

As directed to move forward by the Board of Commissioners at the September 7th
Campgrounds Workshop

| ITEM | PROPOSED REGULATION FOR NEW CAMPGROUNDS |
|-----------------------------------|--|
| Licensure | Set up a process where campgrounds must obtain a yearly license. License will be contingent upon an inspection and meeting requirements of UDO and conditions of rezoning. |
| Location where camping is allowed | Conditional zoning districts: AG, SFM, SFI, and GB. Use only permitted in campgrounds. |
| Method to develop a campground | Rezoning application process (Legislative decision) |
| Access | Must have frontage and direct access along a major arterial |
| Landscaping | Type "C" buffer shall be provided for all adjacent properties, except that the buffer may be increased to a type "D" buffer to accommodate reduced setbacks |
| Parcel Size | 50-acre minimum size [Size may be reduced if there can be geographic limitations set] |
| Number of campsites | Maximum of 500 campsites |
| Density of campsites | Maximum of 12 campsites per acre (CAMA and 404 Wetland areas not used in density calculation) |
| Conceptual development plan | Required. Show facilities, structures, buildings, and infrastructure. |

Board of Commissioners
Campgrounds Workshop
September 20, 2021

| | |
|---|--|
| Ownership | All land used must be under the same ownership. All land must be one parcel. |
| Setbacks | 100-foot setback for all buildings, facilities, infrastructure, etc. May be reduced up to 50-feet with increased buffer requirements (Type "D") |
| Designation of campsites | Campsites must be designated as RV/camper/trailer, camping cabins, or tent sites. |
| Alternative camping units, camping cabins | Maximum of 20% of the campsites |
| Seasonal campsites | Maximum of 50% No more than 20% of the campsites may be seasonal (See definition of "seasonal campsites" below) |
| Storage | Storage areas to be used only by owner, full-time employees, seasonal or short-term guests |
| Residential dwelling units | Less than 200 campsites = up to 3 residences. More than 200 campsites = up to 5 residences, and a bunkhouse (meeting commercial building code) with a maximum size of 2,000 square feet. |
| Operational plan | Required. Amendments may be administrative if they meet conditions of the rezoning. List number of employees residing on the property. |
| Period of closure | Designate a 30-day time period between November 1 st and March 1 st each year |
| Residency | Fulltime residents are not permitted |
| Inspections | Annual inspection for compliance during time of closure. Need to pass this inspection to get licensure. Other inspections may be done during the operating season and as necessary. |

| MODIFICATIONS TO CHAPTER 10 (DEFINITIONS) WITH PROPOSED TEXT AMENDMENT | |
|---|---|
| Alternative Camping Units | A camping unit constructed of canvas or other similar materials intended to locate in a campground and used as temporary quarters for shelter during period of recreation, vacation, leisure time of travel and shall not be used for permanent living quarters. Such units shall be constructed for compliance with any applicable North Carolina building code and Section 7.4 of this ordinance. The unit may or may not include a kitchen and restroom facilities. The term alternative camping units includes terms such as yurts, eco-tents, safari tents or other similar names. |
| Camping Cabin | A structure not exceeding 400 square feet and constructed to the North Carolina Residential Code that is intended to locate in a campground. Camping cabins shall be compliant with Section 7.4 of this ordinance. |
| Campsite | A designated space designed for parking a travel trailer or for the location of a camper cabin, alternative camping unit or a tent along with all camping accommodations, including but not limited to picnic tables, infrastructure hook-ups pedestal, fire rings and constructed platforms. |
| Seasonal campsite | A campsite designated for use by a campground guest for a period exceeding thirty (30) consecutive days. This designation allows for a privately owned RV/travel trailer/camper to occupy a campsite for the entire season a campground is open to guests. |
| Short Term Guest | A person that intends to stay less than thirty (30) days in any commercial lodging units, including but not limited to campgrounds, bed and breakfast inns, hotels, motels, or hunting lodges. |

JOSEPH K. OPPERMAN-ARCHITECT, P.A.*Historic Architecture & Architectural Conservation*

1 September 2021

Ms. Crystal Owens
 Contract Purchasing Agent
 Currituck County
 153 Courthouse Road
 Currituck, North Carolina 27929

Re: Currituck County Historic Jail Museum – Phase 1 Stabilization

Dear Ms. Owens:

On behalf of Joseph K. Oppermann – Architect, P.A. (JKOA), I have reviewed the three (3) Bids received for the aforementioned project prior to the deadline of Thursday, 26 August 2021, at 2:00 p.m. EST.

These three Bids are as follows:

| | |
|----------------------------|---------------|
| Midwest Maintenance, Inc.: | \$ 177,000.00 |
| Huss, Inc.: | \$ 376,722.00 |
| The Rosewell Group: | \$ 398,400.00 |

The three Bidders submitted all of the required documentation, and thus are considered responsive. In addition, JKOA has reviewed the AIA Document A305 – Contractor's Qualification Statement submitted by each Bidder, and the three Bidders are considered qualified.

Based on this review of the Bid results, the lowest responsive, responsible Bidder is Midwest Maintenance, Inc.

If you have any questions, or require additional information, please do not hesitate to contact me.

Very truly yours,



Robert J. Hotes, AIA
 Senior Preservation Architect

Cc: Michelle Perry, Assistant County Engineer, Currituck County
 Rebecca Gay, Contract Purchasing Agent, Currituck County
 Joseph K. Oppermann, FAIA, JKOA
 File

Attachment: Historic Jail Bid Recommendation-JKOA Letter_09.01.2021 (Bid Award-Historic Jail Renovation)

TOURISM ADVISORY BOARD
2 Year Terms

| Incumbent | Nominated by | New Appointee | Nominated by | Date of Appointment | End of Term |
|-------------------------|--------------|---|-----------------|---------------------------|-----------------------------|
| Matthew Paulson | District 1 | | Bob White | Appointed 11/16/2020 | Unexp Term November 2021 |
| Ed Rudzinski | District 2 | | Selina Jarvis | Appointed 11/16/2020 | Unexp Term November 2021 |
| Sharon Price | District 3 | | Mike Payment | Reappointed 1/4/2021 | 2nd Term November 2022 |
| Keith Dix | District 4 | | Paul Beaumont | Reappointed 11/16/2020 | 3rd Term November 2022 |
| Sophie Bennewitz | District 5 | <i>Resigned-Unable to continue to serve due to employment</i> | Owen Etheridge | Reappointed 12/02/2019 | 2nd Term November 2021 |
| Ben Beasley | At-Large | | Kevin McCord | Reappointed 12/02/2019 | 2nd Term November 2021 |
| Daryl Harlow | At-Large | | Kitty Etheridge | Appointed 1/4/2021 | Unexp Term November 2022 |

Must be Replaced

Commissioner White serves on this Board

Number

20220018

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 20th of September 2021, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

| <u>Account Number</u> | <u>Account Description</u> | Debit | Credit |
|-----------------------|----------------------------|---|---|
| | | <u>Decrease Revenue or Increase Expense</u> | <u>Increase Revenue or Decrease Expense</u> |
| 50447-590511 | Historic Jail Preservation | \$ 275,000 | |
| 50390-495015 | T F - Occupancy Tax Fund | | \$ 275,000 |
| | | <u>\$ 275,000</u> | <u>\$ 275,000</u> |

Explanation: County Governmental Facilities Fund (50) - Increase appropriations for stabilization of the Historic Jail.

Net Budget Effect: County Governmental Construction Fund (50) - Increased by \$200,000.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends-Sept 20_General Meeting (Budget Amendments)

Number 20220019

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 20th of September 2021, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

| <u>Account Number</u> | <u>Account Description</u> | Debit | Credit |
|-----------------------|--------------------------------|---|---|
| | | <u>Decrease Revenue or Increase Expense</u> | <u>Increase Revenue or Decrease Expense</u> |
| 10430-532001 | Supplies | \$ 1,521 | |
| 10440-514000 | Travel | \$ 14,435 | |
| 10440-514500 | Training & Education | \$ 3,210 | |
| 10440-532000 | Supplies | \$ 6,000 | |
| 10440-545100 | Credit Card Fees | \$ 15,000 | |
| 10460-545000 | Contract Services | \$ 2,261 | |
| 10460-592000 | Courthouse Projects | \$ 17,935 | |
| 10490-561000 | Professional Services | \$ 31,391 | |
| 10510-590000 | Capital Outlay | \$ 42,656 | |
| 10511-590000 | Capital Outlay | \$ 89,974 | |
| 10530-545000 | Contract Services | \$ 12,649 | |
| 10530-590000 | Capital Outlay | \$ 205,756 | |
| 10531-545000 | Contract Services | \$ 11,250 | |
| 10535-545000 | Contract Services | \$ 3,391 | |
| 10660-561000 | Professional Services | \$ 14,580 | |
| 10795-592000 | Recreation Projects | \$ 155,814 | |
| 10390-499900 | Appropriated Fund Balance | | \$ 627,823 |
| 20609-516000 | Contract Services | \$ 3,970 | |
| 20609-590000 | Capital Outlay | \$ 31,884 | |
| 20390-499900 | Appropriated Fund Balance | | \$ 35,854 |
| 28450-545000 | Contract Services | \$ 49,023 | |
| 28390-499900 | Appropriated Fund Balance | | \$ 49,023 |
| 63838-532000 | Supplies | \$ 12,843 | |
| 63838-545001 | Contract Services | \$ 15,041 | |
| 63838-561000 | Professional Services | \$ 25,760 | |
| 63390-499900 | Appropriated Retained Earnings | | \$ 53,644 |
| 66868-590000 | Capital Outlay | \$ 75,670 | |
| 66390-499900 | Appropriated Retained Earnings | | \$ 75,670 |
| 67878-533200 | Chemicals | \$ 3,095 | |
| 67878-545000 | Contract Services | \$ 47,405 | |
| 67878-590000 | Capital Outlay | \$ 4,746 | |
| 67390-499900 | Appropriated Retained Earnings | | \$ 55,246 |
| | | <u>\$ 897,260</u> | <u>\$ 897,260</u> |

Explanation: Various Departments - Carry forward prior year budgeted amounts for purchase orders encumbered in prior fiscal year and still open at year end.

Net Budget Effect: Operating Fund (10) - Increased by \$627,823.
 Whalehead Stormwater Drainage District Fund (20) - Increased by \$35,854.
 Revaluation Fund (28) - Increased by \$49,023.
 Solid Waste Fund (63) - Increased by \$53,644.
 Southern Outer Banks Water Fund (66) - Increased by \$75,670.
 Mainland Sewer Fund (67) - Increased by \$55,246.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends-Sept 20_General Meeting (Budget Amendments)

Number

20220020

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 20th of September 2021, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

| <u>Account Number</u> | <u>Account Description</u> | Debit | Credit |
|-----------------------|--------------------------------|---|---|
| | | <u>Decrease Revenue or Increase Expense</u> | <u>Increase Revenue or Decrease Expense</u> |
| 10650-526650 | Economic Development Incentive | \$ 14,305 | |
| 10320-411000 | Article 39 Sales Tax | | \$ 14,305 |
| | | <u>\$ 14,305</u> | <u>\$ 14,305</u> |

Explanation: Economic Development (10650) - Increase appropriations to provided funding for partial cost required for Buffalo City Distillery LLC's connection to the County water system as approved by Board of Commissioners Resolution Authorizing Incentives Contract with Buffalo City Distillery LLC on August 5, 2019.

Net Budget Effect: Operating Fund (10) - Increased by \$14,305.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends-Sept 20_General Meeting (Budget Amendments)

Number

20220021

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 20th of September 2021, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

| <u>Account Number</u> | <u>Account Description</u> | Debit | Credit |
|-----------------------|----------------------------|---|---|
| | | <u>Decrease Revenue or Increase Expense</u> | <u>Increase Revenue or Decrease Expense</u> |
| 10752-558200 | LINKS - Special | \$ 20,000 | |
| 10330-430004 | DSS COVID Funding | | \$ 20,000 |
| | | <u>\$ 20,000</u> | <u>\$ 20,000</u> |

Explanation: Social Services Public Services (10752) - Increase budgeted line items for one-time allocation of Chafee funding for low-income utility funding.

Net Budget Effect: Operating Fund (10) - Increased by \$20,000.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends-Sept 20_General Meeting (Budget Amendments)

COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

SECTION 1. The project authorized is design and construction for the Historic Jail Museum: Phase 1 – Stabilization.

SECTION 2. The following amounts are appropriated for the project:

| | |
|---------------------------|-------------------|
| Historic Jail Restoration | \$ 275,000 |
| | <u>\$ 275,000</u> |

SECTION 3. The following funds are available to complete this project:

| | |
|-----------------------------|-------------------|
| Transfer from Occupancy Tax | \$ 275,000 |
| | <u>\$ 275,000</u> |

SECTION 4. The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

SECTION 6. CONTRACTUAL OBLIGATIONS

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted

departmental appropriations; and (3) services which are within budgeted departmental appropriations.

- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

SECTION 7. USE OF BUDGET ORDINANCE

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 20th day of September 2021.

Michael Payment, Chairman
Board of Commissioners

ATTEST:

Leeann Walton
Clerk to the Board


FY 20-21 SETTLEMENT FOR CURRENT & DELINQUENT TAXES FOR TAX YEARS 2012-2020 (G.S. 105-373)
COLLECTION TOTALS FOR THE YEARS 2012 -2020*

| YEARS | Levy All Charge Codes | Adjustments Releases/Writeoffs | Net Levy | Interest Collected | Tax Payments* | Unpaid Balance* | % COLL |
|---------------|--------------------------|-----------------------------------|-----------------------|-----------------------|-----------------------|-------------------|---------------|
| 2020 | 36,968,119.26 | -20,812.81 | 36,947,306.45 | 78,473.61 | 36,644,429.56 | 302,876.89 | 99.18% |
| 2019 | 36,309,890.31 | -35,356.02 | 36,274,534.29 | 108,860.34 | 36,135,056.74 | 138,477.55 | 99.62% |
| 2018 | 35,527,521.71 | -24,560.36 | 35,502,961.35 | 86,291.50 | 35,456,328.58 | 46,632.77 | 99.87% |
| 2017 | 32,887,340.66 | 1,794.50 | 32,889,135.16 | 94,509.89 | 32,864,028.94 | 25,106.22 | 99.92% |
| 2016 | 31,866,781.01 | -52,553.81 | 31,816,227.20 | 94,738.09 | 31,802,807.33 | 13,419.87 | 99.96% |
| 2015 | 31,147,789.18 | -34,096.38 | 31,113,692.80 | 112,337.53 | 31,104,113.29 | 9,579.51 | 99.97% |
| 2014 | 30,606,696.75 | -31,064.99 | 30,575,631.76 | 103,739.52 | 30,569,073.49 | 6,558.27 | 99.98% |
| 2013 | 30,945,021.92 | -74,408.82 | 30,870,613.10 | 117,476.62 | 30,862,410.52 | 8,202.58 | 99.97% |
| 2012 | 30,147,850.90 | -86,796.80 | 30,061,054.10 | 117,656.74 | 30,052,952.68 | 8,101.42 | 99.97% |
| TOTALS | 296,407,011.70 | -357,855.49 | 296,051,156.21 | 914,083.84 | 295,491,201.13 | 558,955.08 | 99.81% |

*Collections through June 30, 2021

Note: 2017 Adj/Rel/Writeoff positive

Due to \$19,997.55 demolition fee added
198 Shortcut Rd

Respectfully Submitted
and Sworn to this the 13th day of September, 2021

Tracy Sample, Tax Collector



COUNTY OF CURRITUCK

Tax Department
P.O. Box 9
Currituck, North Carolina 27929

Tracy Sample, Tax Administrator
(252) 232-3005
(252) 232-2109
(252) 232-3568 (FAX)

Memorandum

TO: Currituck County Board of Commissioners

CC: Sandra Hill, Finance Director

From: Tracy Sample, Tax Administrator

Date: September 14, 2021

RE: Order of Collections
2021 Tax Levy & Prior Year Taxes to be Charged to the Tax Collector

| | | |
|--|----|-------------------|
| 2021 REAL & PERSONAL PROPERTY TAX LEVY* | \$ | 34,707,515.97 |
| PRIOR YEARS TAXES** | \$ | <u>437,970.87</u> |
| TOTAL TAXES | \$ | 35,145,486.84 |

*The Current Year levy includes all penalties, solid waste fees, nuisance fees, septic tank inspection fees, special district and animal taxes; does not include taxes levied on registered motor vehicles which are collected by DMV, nor tax discoveries, adjustments, releases, and deferred taxes. These are reported to the Finance Director as required throughout the year.

** Prior Year Taxes as of **September 14, 2021**

Attachment: Tax-2021 Order of Collections_memo (Tax Order of Collections-2021)



STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

ORDER OF COLLECTIONS

TO THE TAX COLLECTOR OF THE COUNTY OF CURRITUCK:

You are hereby authorized, empowered, and commanded to collect the taxes due, for the current year and the nine prior years, set forth in the tax records filed in the office of the Tax Collector and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Currituck, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this 20th day of September, 2021.

(SEAL)

Chairman, Board of Commissioners
Currituck County

ATTEST:

Clerk to the Board of Commissioners of
Currituck County

(G.S. 105-321)

Attachment: Tax-2021 Order of Collections (Tax Order of Collections-2021)



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: ASSISTANT FINANCE DIRECTOR FINANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs highly responsible supervisory, administrative and fiscal control work overseeing management of County and Tourism Development Authority (TDA) funds. Work involves planning, coordinating, and directing all aspects of financial management and administration. Employee is responsible for planning and directing the receipt, disbursement and accounting of revenues and expenditures, managing investment of funds, and assisting the County Manager in preparing annual budgets. Employee supervises a staff of technical and clerical personnel. Reports to the Finance Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists with planning and organizing all operations of the Finance Department; participates in the formulation and implementation of applicable finance policies, including cash management, investment and travel policies; provides general advice, assistance and recommendations to Finance. Implements new governmental accounting standards and incorporates into the County's financial statements and other reporting requirements. For significant new accounting standards, coordinates with the Finance Director and auditors to ensure they approve of the entries needed and the presentation of the changes.

Prepares the annual Comprehensive Annual Financial Report and coordinate with the auditors to finalize the audit by the appropriate deadline.

Supervises activities of subordinate technical accounting personnel and clerical workers, ensuring adherence to established laws, policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise.

Administers routine personnel matters affecting subordinates, including interviewing applicants; preparing and submitting various reports and records as required by County management.

Supervises the maintenance, control, and analysis of County government fiscal operations; maintains adequate accounting records to document compliance with local, state and federal laws and ordinances; safeguards assets of the County through implementation or acquisition of adequate internal control mechanisms and insurance coverage.

Assists Finance Director to analyze County programs and projects as outlined in budget, performing financial and programmatic reviews; assists in establishing measurable goals and objectives for appraisal standards in County departments, programs, and projects.

Supervises and/or participates in posting and balancing of County ledgers, bi-weekly payroll, monthly and quarterly withholding reports, retirement reports and annual W2 reporting; maintains

ASSISTANT FINANCE DIRECTOR

County purchasing records, prepares financial statements, and other related reports; reviews and approves or denies expenditure requests, and signs checks and pre-audit certificates as appropriate; prepares invoices for services provided to various entities; processes invoices; monitors daily bank deposits and customer credit card transactions.

Assists Budget Officer and Finance Director in preparation of annual budget; aids department heads in preparing budget estimates and in determining costs for new, expanded or reorganized programs; implements approved budget; prepares budget amendments as necessary, making appropriate ledger adjustments and estimating available fund balance.

Prepares periodic reports of departmental financial condition for review by County Commissioners, indicating receipts, expenditures and encumbrances; may attend meetings of County Commissioners and provides information as requested.

Invests idle funds to ensure adequate return on investment while maintaining funds' safety; prepares periodic reports on investments and securities for presentation to the County Manager and County Commissioners.

Researches and prepares specifications and performance conditions to elicit competitive pricing for a variety of commodities and services, including banking services; reviews and evaluates vendors' proposals to determine compliance with stated specifications and conditions; negotiates, as appropriate, and presents to County Manager recommendations for award of purchase contracts to vendors meeting rates and conditions most favorable to interests of the County; confers with vendors and unsuccessful bidders to facilitate and maintain effective working relationships; develops and documents policies and procedures for seeking competitive bids.

Assists department heads with financial matters as necessary; answers inquiries and explains policies and procedures of department.

Conducts accounting work on grants processing adequate records, reimbursements, code reviews, etc., to comply with applicable laws, ordinances and/or requirements of funding agencies.

Assists Finance Director during disasters.

ADDITIONAL JOB FUNCTIONS

Assists County volunteer Fire and Rescue Departments when necessary.

Assists in County bidding process.

Assumes duties of subordinate personnel, as necessary.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Required Qualifications

Education: Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study or appropriate certification, Certified Public Accountant.

ASSISTANT FINANCE DIRECTOR

Experience: At least five (5) years of progressively responsible administrative and management experience.

Other Requirements: Certified Public Accountant or North Carolina Certified Public Finance Officer, Bondable, must complete required FEMA courses for disasters, and must possess a valid driver's license.

Preferred Qualifications

- Five or more years of senior financial management experience in financial policy evaluation and development, general accounting and financial forecasting/reporting and prefer prior government experience at the senior management assistant level, including three years of supervisory experience level.
- Experience and knowledge of North Carolina financial regulations.
- A certification as a Certified Public Accountant (CPA).
- Experience managing financial systems, working closely with fiscal services institutions, audit firms and rating/regulatory agencies is necessary.
- Experience communicating on financial matters and developing near and long-term financial strategies is essential. Exceptional communications and management abilities will be called for in this critical executive management position.
- Successful track records leading strategic initiatives and building innovative support systems. Enjoyment of a fast-paced environment that blends entrepreneurial challenges with integrity and accountability.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body to grasp and move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to subordinates and assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, budget summaries, audits, financial statements, accounting journals, purchase orders, etc. Requires the ability to prepare a variety of correspondence, reports, financial statements, budget ordinances, budgets, depreciation schedules, revenue projections, fund balance projections, revenue and expense reports, etc., using prescribed format and conforming to all rules of punctuation, grammar,

ASSISTANT FINANCE DIRECTOR

diction and style. Must be able to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and interpret various technical and professional languages, including legal and government accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; compute discount, interest, profit and loss, ratio and proportion, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the standard accepted principles and practices of accounting and auditing, including modern County financial administration.

Thorough knowledge of federal, state and County laws, regulations, policies and procedure pertaining to County fiscal operations.

Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Thorough knowledge of the operations of County government, including taxation and other sources of revenue.

Considerable knowledge of modern governmental purchasing principles, practices and procedures.

Considerable knowledge of the methods and procedures used in preparing bid specifications.

ASSISTANT FINANCE DIRECTOR

Considerable knowledge of the formal and informal bid processes.

Considerable knowledge of contractual terms and conditions, insurance, and bid and performance bonds.

Considerable knowledge of the various grades, quality standards, and sources of supply and price trends for a variety of goods and services.

General knowledge of the principles of supervision, organization and administration.

Ability to operate common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to implement and maintain standard accounting and control measures for County government.

Ability to apply accounting principles and relevant laws and regulations to the preparation and maintenance of fiscal and accounting records and reports.

Ability to plan and direct an extensive fiscal control system.

Ability to establish and maintain moderately complex records and files, and to prepare reports from such data.

Ability to plan, direct and coordinate the work of technical and clerical subordinates.

Ability to prepare clear and concise reports and to compile and analyze financial statements and reports.

Ability to prepare bid specifications for a variety of equipment and services purchased by the County.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before groups of people.

Ability to exercise tact and courtesy in frequent contact with various County personnel.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: ~~10/7/2019~~9/20/2021 (REV BOC)



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: Contract Purchasing Agent

Finance Department

GENERAL STATEMENT OF JOB

GENERAL STATEMENT OF JOB:

The Contract Purchasing Agent is a stand-alone classification that is distinguished from other administrative support classes by its responsibility for performing activities that require a four year or any equivalent combination of training, education and experience which provides the required skills, knowledge and abilities, and ability to work independently. Work is administrative and supports activities of the Finance Department. Work is performed independently under the regular supervision of the Finance Director.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The Contract Purchasing Agent handles all procurement and contract administration functions for Currituck County; follows all prescribed laws, regulations, policies and procedures related to the acquisition of commodities and services; coordinates and completes formal bid activities; prepares requests for proposals and requests for qualification documents; works directly with end users to create purchase requisitions; assists in development of specifications and scope of work; creates purchase order requisitions; reviews and converts purchase requisitions to purchase orders; develops and maintains vendor relationships; researches and advises of changes in procurement procedures and programs; develops, recommends and coordinates implementation of new procurement programs; maintains documentation of purchasing procedures; designs, conducts and manages procurement and contract administration policies and procedures; assists employees with general purchasing and business activities as assigned. Work requires independence and self-initiative in activities and the employee is expected to determine when assistance is required from the County Attorney or Finance Director. Administrative duties require tact and discretion in handling sensitive or confidential matters for the County. Work is performed under the supervision of the Finance Director and is evaluated through work planning and monitoring interactions, observation, conferences, feedback from citizens and staff, and ongoing evaluation and testing of the quality and effectiveness of work products developed.

EXAMPLES OF ESSENTIAL FUNCTIONS AND DUTIES:

Review and maintain Currituck County Purchasing Policies and Procedures. Ensure policies and procedures are aligned with County, State and Federal policies and procedures.

Ensure proper purchasing methods are followed in accordance with Currituck County and State policies and procedures (e.g., formal bid, informal bids and/or quotes, Professional Service Agreements, etc.).

Supervise the posting of bids and addendum for bids and coordinate the awarding of competitive bids. This includes informal bids related to the operation and maintenance of facilities.

Supervise the posting of sale of surplus assets and materials.

Coordinate the assembly of bid packages. Make recommendations related to awarding competitive bids.

Research and provide advice on federal and State of North Carolina requirements related to procurement and equipment inventory control; recommend changes to related County policies and procedures.

Negotiate contractual terms and conditions with suppliers as necessary and monitor progress. Prepare recommendations for senior management when suppliers are unwilling to revise objectionable terms and conditions.

Serves as procurement and contracting resource for Currituck County. Ensures the Finance Director and County Attorney are informed of problematic procurement requests that could put the County at risk.

Develop and maintain professional vendor relations.

Attends regular project team meetings.

Maintains log of in-process contracts.

Trains other employees on contract process as necessary.

Performs related duties assigned by the Finance Director.

Performs other related tasks as required.

Performs duties as assigned by the County manager or his designees during a State of Emergency or other disaster.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

Bachelor's degree in Accounting, Business Administration, Public Administration or related field.

Five years general office experience with an emphasis in procurement related functions and contract negotiations and administration.

Any equivalent combination of training, education and experience which provides the required skills, knowledge and abilities.

Completion of training required by FEMA to oversee the purchasing functions for FEMA declared events within two years of employment.

Preferred: General accounting and facilities related experience.

TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, printers, dictaphones, calculators, fax machines, copiers, etc. Must be physically able to operate a motor vehicle. Must be physically able to use a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates and assistants.

Language Ability: Requires the ability to read literature, various types of reports, governmental records and studies, and legal documents. Requires the ability to prepare governmental reports and technical studies with the proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to be conversant in the theory, principles, and methods of effective and persuasive speaking, vice and diction, phonetics and discussion and debate.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow and give verbal and written instructions. Must be able to communicate effectively in a variety of technical or professional languages including accounting and governmental terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; adding and subtracting totals; multiplying and dividing; determining percentages and decimals; and utilizing basic systems of algebra and geometry. Has the ability to use the practical application of fractions, percentages, ratio and proportion, practical algebra, descriptive statistics, and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, visually with office equipment and recording devices.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people at high level of management. Must be able to relate to people in situations involving problems throughout the County. Must be adaptable to performing under high levels of stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words) (hearing-perceiving nature of sounds by ear).

Language and Communication Skills Ability to read, analyze, and interpret complex documents and government laws, statutes and regulations. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to understand and communicate public and citizen concerns to appropriate employees, elected officials and appointed committee members. Ability to prepare effective written communications such as reports, press releases, official documents, and presentations. Ability to deliver effective oral presentations and speeches to the public and employee groups.

Analytical Skills Ability to understand and interpret financial statements and reports. Ability to work with mathematical and financial concepts applied to budgets, proposals, and other planning documents.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to prepare interpretive and analytical procurement-related reports.

Must have a broad, comprehensive knowledge of all County programs.

Must have knowledge of the principles, methods, and techniques of efficient administration, budgeting, accounting, office management.

Must have knowledge of the organization and structure of government, both local and state, and county, as well as volunteer agencies.

Must have the ability to deal with other agencies and the general public.

Considerable knowledge of general management and business organization principles and practices.

Considerable knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact, courtesy and firmness when in contact the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Considerable knowledge of modern office practices, procedures and operation of office machines and computer software programs.

Ability to record, compile, summarize and analyze data from a variety of sources and prepare clear reports from such information. Ability to plan, prioritize, organize and review administrative and/or office work flow and procedures.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to maintain complex records.

Ability to make routine administrative decisions independently in accordance with laws, regulations, and County policies and procedures, and to solve problems and answer questions.

Ability to maintain confidentiality.

ED: ~~5/17/2021~~ 9/20/2021 (REV BOC)

Employee's Name: Vacant

Agency: Department of Social Services

Working Title: Director

Classification: Director

Position Number: 153-16-351

Place of Work: Currituck, North Carolina
(City/County)

Director's Signature

Date

Attachment: directorjobdesc (Job Description Revisions-Variou

DIRECTOR OF SOCIAL SERVICES**CURRITUCK COUNTY JOB DESCRIPTION****JOB TITLE: DIRECTOR OF SOCIAL SERVICES
SOCIAL SERVICES****GENERAL STATEMENT OF JOB**

Under limited supervision, the Director, in accordance with North Carolina General Statutes, plans, organizes, administers, and directs the public assistance and service programs for the Currituck County department of Social Services. Manages the fiscal, personnel and programming aspects of the Department. Makes budgetary changes in order to adjust to dwindling or depleted program funds, always keeping in mind the needs of the community. Reports to the Social Services Board Chairman. Currituck County Department of Social Services has 40 employees. The agency budget and public assistance benefits are approximately 23 million dollars.

Must have a broad, comprehensive knowledge of all the agency programs. Must have a knowledge of the principles, methods and techniques of efficient administration, budgeting, accounting, office management, personnel administration, and successful social work with children and elderly clients. Must have knowledge of the organization and structure of government, both local and state, county as well as partnerships with community agencies. Must have knowledge of the legal basis for all the varied public assistance programs, public records, confidentiality, and open meetings laws. This list is attached. Must have the ability to professionally interact with the public

SPECIFIC DUTIES AND RESPONSIBILITIES**ESSENTIAL JOB FUNCTIONS**

Interpret social services programs to the County Social Services Board members, the board of County Commissioners, the County Manager, and other officials. Enlists support for the programs and secures action on cases requiring board approval. May act as Clerk to the Board to the Social Services Board, prepares monthly board minutes and agendas for meetings.

Develops agency policies and plans for future needs of the agency. Sets agency priorities, seeing that deadlines are met, maintains the number of personnel needed to carry out mandated programs, and seeing that needed resources are available to meet the goals of the agency. Determines if the agency has adequate space and equipment, plans far enough in advance to take into account agency growth. This means some plans must be made as much as five years in advance.

Works with 5 supervisory staff to assign work and maintain workload balance among agency employees. Makes changes in organization, assignments, procedures, and methods used within the agency. Ensures that Federal and state rules and regulations are being carried out, that only eligible clients receive assistance or services, that the clients are fairly treated, observing all federal laws, and that their needs are met in a timely manner.

Controls financial activities of the agency. Analyzes agency fiscal matters, implements budgeting and accounting principles, complies with purchasing and contracting requirements. Prepares, justifies, and presents an annual budget to the social services board and the board of county commissioners. Prepares budget summary that is used to record total anticipated cost for all social services programs as well as corresponding sources of revenue. Works with the County Finance Director and various auditors concerning financial operations. Acts as payee for many types of governmental checks and administers an emergency assistance fund account. Writes bid proposals and grant proposals in order to secure additional funding for programs and staff salaries. Evaluates impact of various fiscal policy changes upon services provided, and provides recommendations on decisions using funding resources to enhance agency services.

DIRECTOR OF SOCIAL SERVICES

Recruits personnel, makes assignments, establishes priorities, coordinates work. Is responsible for interviewing, appraising, and selecting agency employees, in conjunction with supervisors. Performs in-office testing for all job interviews, checks references, prior education and work experience for authenticity. Reviews performance of staff members, evaluates performance, and offers counseling and all disciplinary actions including terminations. Responds to disciplinary problems and grievance procedures according to written agency policy that has been approved by the social services board and in compliance with the State Human Resources Act (formerly State Personnel Act).

Reviews performance of staff members, evaluates performance, and offers counseling and all disciplinary action including terminations. Responds to disciplinary problems and grievance procedures according to written agency policy that has been approved by the social services board and in compliance with the State Personnel Act. The Director is the appointing authority for all Department of Social Services employees.

Is appointed by the Clerk of Superior Court to be guardian of the person and general guardian for incompetent persons.

Organizes groups, other agencies, community members, and others, in order to network resources available for the best interest of the county, and to promote common cause. Actively participates and serves on committees and boards.

Ensures that the staff is given necessary information and training to do their job, and that all time standards are met.

Ensures that rules regarding confidentiality are strictly adhered to by all employees, and that the agency records are properly secured at all times. Strictly adheres to records retention and disposition schedule as set down by state law.

Reviews and monitors work for conformance with goals and missions of the agency. Ensures work standards are established, developed, carried out, and that agency policies are established and developed.

Participates on various community partner Board of Directors and assigns agency designees on others.

Supervises mass care and management of emergency shelters in times of disaster, such as destructive storms, floods, chemical spills, and other emergency/disaster situations. Arranges for staff to open and operate shelters. Ensures the safety of foster children in agency custody, guardianship clients and distribution of emergency services such as Food Stamps. Is responsible for shelters for Individuals with disabilities and Access and Functional Needs services.

Plans work operations, determines personnel, space, equipment, and other resources needed to meet goals. Develop methods and procedures for collection and assessment of data, and uses statistical information to develop agency goals, budgets, and program plans.

The Director is authorized to make any and all changes in organization, assignments, procedures, or methods, as long as no additional county money is needed to effect the change. Social Services board members are kept informed of all major policy decisions overall operation changes in the agency, new programs and services.

ADDITIONAL JOB FUNCTIONS

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

DIRECTOR OF SOCIAL SERVICES

MINIMUM TRAINING AND EXPERIENCE

A master's degree in social work and two years of supervisory experience in the delivery of client services; or a bachelor's degree in social work and three years of supervisory experience in the delivery of client services, one of which must have been in Social Services; or graduation from a four year college or university and three years of supervisory experience in the delivery of client services, two of which must have been in Social Services; or an equivalent combination of training and experience.

SPECIAL REQUIREMENT

Possession of a valid North Carolina driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a broad, comprehensive knowledge of all the agency programs.

Must have knowledge of the principles, methods, and techniques of efficient administration, budgeting, accounting, office management, and personnel administration.

Must have knowledge of the organization and structure of government, both local and state, and county, as well as volunteer agencies.

Must have knowledge of the legal basis for all the varied public welfare programs, public records and open meeting laws, and have the ability to deal with other agencies and the general public.

Considerable knowledge of the available funding and programming resources.

Considerable knowledge of general management and business organization principles and practices.

Considerable knowledge of County geography.

Considerable knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to work in a consulting capacity and exercise leadership in contact with a variety of public, public service and business officials at various levels of authority and influence.

Ability to exercise tact, courtesy and firmness when in contact the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MANDATED PROGRAMS & SERVICES
Administered by Local Departments of Social Services
February 2016

| Program Name in DHHS Open Window | Program/Service | Federal Statute | State Statute | Administrative Rule |
|---|--|-----------------|--|--|
| | <u><i>Programs and Services below are required by State and Federal Law</i></u> | | | |
| Adult Protective Services | Protective Services for Adults | SSBG Plan | G.S.108A, Article 6 & 6A; G.S. 143B-153 | 10A NCAC 71R .0103(a)(12), .0915, .0104(3), .0401(1), .0506(5), and .0101(25); 10A NCAC 71A |
| Guardianship | Individual & Family Adjustment Services; includes Guardianship Services | SSBG Plan | G.S.143B-153; G.S. 35A | 10A NCAC 71R .0103(a)(10), .0910, .0104(4)(b), .0405(d), .0401(2), .0506(11,) , .0101(18), 10A NCAC 71B and 10A NCAC 71F |
| Adults at Risk for Out of Home Placement | Adult Placement Services | SSBG Plan | G.S.143B-153 | 10A NCAC 71C 10A NCAC 71R .0101(3), .0103(a)(6), .0104(1), .0506(3) and .0919 |
| Home and Community Based Services | In-Home Aide Services | SSBG Plan | G.S.143B-153 | 10A NCAC 71R .0103(a)(11), .0911, .0101(19), .0201(3)(b), .0506(16) 10A NCAC 06A 10A NCAC 06X 10A NCAC 71S.0201 |
| Case Management and Counseling | Health Support Services | SSBG Plan | G.S.143B-153 | 10A NCAC 71R .0908, .0103(a)(9), .0101(15), .0506(10); 10A NCAC 71J |
| Case Management and Counseling | Family Planning Services (component of Health Support Services) | SSBG Plan | G.S.143B-153 | 10A NCAC 71J .0103(1)(a); 10A NCAC 71R .0101(10), 0103(a)(5), .0201(3)(c), .0405(f), 0506(23), .0908(b)(2) |

| Program Name in DHHS Open Window | Program/Service | Federal Statute | State Statute | Administrative Rule |
|---|---|--|---|---|
| State-County Special Assistance Adult Care Home/State-County Special Assistance In-Home | State/County Special Assistance Program (SA) | Federal Delegated Authority- 20 CFR 416.2001-2099 | G.S.108A-25; G.S.108A-40-47.1 | 10A NCAC 71P |
| Child Support Enforcement | Child Support Enforcement | Federal Entitlement- Title IV-D of the Social Security Act; 45 CFR Chapter III 300-308 | G.S. 50. 52c G.S. 110-128 through G.S.110-142 | 10A NCAC 71T .0101-.0104 |
| Food and Nutrition Services Employment and Training | Food and Nutrition Services Employment and Training | Federal Delegated Authority- P.L. 99-198; 99.stat. 1354-1660 (Food Security Act of 1985); CFR 273.7(C)(8) | G.S. 108A-25 | |
| Work First Family Assistance | Work First Program | Federal Delegated Authority- TANF BG Plan; Title IV-A of the Social Security Act; Personal Responsibility and Work Opportunity Act of 1996; Deficit Reduction Act of 2005; 42 USC 601 et. seq. Public Law 104-193 | G.S. 108A-27 G.S. 108A-29.1 | 10A NCAC 71W .0905 10A NCAC 73A.0101 to 10A NCAC 73A.0108 |

| Program Name in DHHS Open Window | Program/Service | Federal Statute | State Statute | Administrative Rule |
|--|---|--|---------------------------------------|---|
| Low Income Energy Assistance Program | LIHEAP | Federal Entitlement-LIHEAP BG Plan Public Law 97-35 | G.S. 108A-25; | 10A NCAC 71V |
| Crisis Intervention Program | LIHEAP | Federal Entitlement-LIHEAP BG Plan Public Law 97-35 | G.S. 108A-25; | 10A NCAC 71V |
| Food and Nutrition Services | Food and Nutrition Services | Federal Entitlement-7 USC 2011; 7 CFR 271.4 Public Law 110-246 | G.S. 108A-25 | |
| For Foster Care Related Services- Foster Care Services | Licensure of maternity homes, child-placing agencies, family foster homes, therapeutic foster homes and residential child care facilities | Federal Delegated Authority- Titles IV-B, IV-E, XX of the Social Security Act | G.S. 131 D, Article 1A; G.S. 143B-153 | 10A NCAC 70 E, F, G,H,I,J,K,& L |
| Foster Care Services | Interstate/Intercountry services, including ICPC | Public Law 103-432, 108-36, 105-89, 109-239 42-USC 675(5) (A) & (C), 42-ISC 622 (b)12 | G.S. 7B-38, G.S. 143B-153 | 10A NCAC 70C |
| Adoption Services | Adoption/ Adoption Assistance | Federal Delegated Authority- Titles IV-B; IV-E; XX of the Social Security Act; Public Law 96-272, 99-514, 103-382, 106-385, 105-89 106-169 109-171 | G.S. 108A-49 & 50 | 10A NCAC 70M .0500 – Out of State Adoption Fees |

| Program Name in DHHS Open Window | Program/Service | Federal Statute | State Statute | Administrative Rule |
|---|--|--|---|---------------------------|
| Child Protective Services | Child Protective Services | Federal Delegated Authority- Titles IV-B; IV-E; XX of the Social Security Act, Child Abuse Prevention & Treatment Act (P.L. 93-247); Keeping Children Safe Act of 2003 (P.L. 108-36); 105-89, | G.S. 7B | 10A NCAC 70A |
| Family Support Program Services | Family Preservation and Support Services (Safe and Stable Families Program and Community Based Child Abuse Prevention) | Federal Delegated Authority- IV-B, Subpart 2 of the Social Security Act; Adoption and Safe Families Act (P.L. 105-89); CAPTA (P.L. 111-320) | G.S. 143-152.10-15 | |
| Foster Care Services | Foster Care Assistance | Federal Delegated Authority- Titles IV-E; IV-B; XX of the Social Security Act; CAPTA(P.L. 93-247) | G.S. 108A-48; G.S. 108A-49; 45 G.S.143B-153(2)(d) | 10A NCAC 70D |
| Multiple DHHS Open Window Program Names | Medicaid | Federal Delegated Authority- Title XIX and Section 1634 of the Social Security Act; 42 CFR 430-460 | G.S. 108A Part 6; G.S. 108A-79; G.S. 108A-80 | 10A NCAC 21; 10A NCAC 22F |
| County Transportation | Medicaid Transportation | Federal Delegated Authority- 42 CFR 431.53 | | |

| Program Name in DHHS Open Window | Program/Service | Federal Statute | State Statute | Administrative Rule |
|--|---|--|--|--|
| Health Choice Program | North Carolina Health Choice for Children (SCHIP) | Federal Delegated Authority- Title XXI of the Social Security Act; 42CFR .457 | G.S. 108A, Part 8; G.S. 108A-79, G.S.108A-80 | |
| Subsidized Child Care Program | Subsidized Child Care Program | Federal Delegated Authority- Federal Child Care and Development Fund: 45 CFR, Parts 98 and 99; APA | G.S. 110-107 | 10A NCAC 10 |
| N/A | Voter Registration | National Voter Registration Act of 1993 | G.S. 163.82.20 | |
| Economic Opportunity Office | Community Action Programs | CSBG Public Law 88-452 Econo Opp Act of 1964 Title II Urban & Rual Community Act | G.S. 108B-1 through 108B-20. | 10A NCAC 97A .0101 10A NCAC 97C .0101 |
| | <u><i>Below are Federal Optional Programs and Services that NC provides</i></u> | | | |
| Family Violence Prevention | Family Violence Prevention and Services Act Grant (Optional) | Public Law 109-162; 104-235; CAPTA (P.L. 111-320) | | |
| Refugee Cash Assistance/ Refugee Medical Assistance/ Refugee Social Services | Refugee Cash, Medical Assistance and Social Services (Optional) | Public Law 99-603; 8 USC 1521 Sec. 411 | | |

| Program Name in DHHS Open Window | Program/Service | Federal Statute | State Statute | Administrative Rule |
|---------------------------------------|--|-----------------------|-------------------------------|---|
| Food and Nutrition Services Education | Access, Outreach/Food & Nutrition Services Nutrition Education (Optional) | 7 CFR 277.11 ; 7CR227 | | |
| Home and Community Based Services | Day Care Services for Adults (Optional) | SSBG Plan | G.S. 143B-153; G.S. 131D-6 | 10A NCAC 06P, 10A NCAC 06Q, 10A NCAC 06R, 10A NCAC 06S, 10A NCAC 06T; 10A NCAC 71R .0101(7), .0201(3)(b), .0506(14), .0903 10A NCAC 71S.0201 |
| Case Management and Counseling | Community Living Services (Optional) | SSBG Plan | G.S. 143B-153 | 10A NCAC 71R .0101(6), .0506(13), .0902; 10A NCAC 71M |
| Case Management and Counseling | Employment and Training Support Services (Optional) | SSBG Plan | G.S. 143B-153 | 10A NCAC 71R .0101(9), .0506(9), .0905; 10A NCAC 71N |
| Home and Community Based Services | Health Support-Mobility/Companionship/Special Health Needs/Communication Assistance (Optional) | SSBG Plan | G.S. 143B-153 | 10A NCAC 71R .0101(15), .0908(c)(2); 10A NCAC 71J .0106-.0111 |
| Case Management and Counseling | Health Support Services-Voluntary Sterilization (Optional) | SSBG Plan | G.S. 143B-153 | 10A NCAC 71R .0101(15), .0103(a)(9), .0501, .0506(10), .0604(a), .0908(c)(1); 10A NCAC 71J .0101, .0104 |
| Home and Community Based Services | Housing and Home Improvement Services (Optional) | SSBG Plan | G.S. 143B-153 | 10A NCAC 71R .0101(17), .0104(4)(a), .0201(3)(b), .0506(15), .0606(a), .0909 10A NCAC 06W 10A NCAC 71S.0201 |
| Home and Community Based Services | Preparation and Delivery of Meals (Optional) | SSBG Plan | G.S. 143B-153 | 10A NCAC 71R .0101(23), .0201(3)(b), .0506(18), .0913 10A NCAC 06V 10A NCAC 71S.0201 |

| Program Name in DHHS Open Window | Program/Service | Federal Statute | State Statute | Administrative Rule |
|-----------------------------------|--|-----------------|---|--|
| Case Management and Counseling | Personal and Family Counseling (Optional) | SSBG Plan | G.S. 143B-153 | 10A NCAC 71R .0101(22), .0506(17), .0912; 10A NCAC 71H 10A NCAC 71S.0201 |
| Home and Community Based Services | Transportation Services (Optional) | SSBG Plan | G.S. 143B-153 | 10A NCAC 71R .0101(29), .0501, .0604(a), .0606(a), .0918; 10A NCAC 71I |
| | <u>Programs and Services below are required by State Law Only</u> | | | |
| N/A | Child Medical Evaluations | | (Required as a part of CPS investigations; G.S. 7B-300, et. seq.) | |
| Child Welfare Training | Child Welfare Training | | G.S. 131D-10.6A | |
| N/A | Work Permits | | G.S. 95-25.5 | |
| N/A | Disaster Shelter Management | | G.S. 166A | |
| N/A | Fishing License | | G.S. 113-351(d) | 15A NCAC 10C.0216 |



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: FINANCE DIRECTOR FINANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under minimal supervision, performs highly responsible supervisory, administrative and fiscal control work overseeing management of County and Tourism Development Authority (TDA) funds. Work involves planning, coordinating, and directing all aspects of financial management and administration. Employee is responsible for planning and directing the receipt, disbursement and accounting of revenues and expenditures, managing, investment of funds, assisting the County Manager in preparing and reviewing annual budgets; and ~~preparing~~ reviewing the Comprehensive Annual Financial Report. Employee supervises a staff of technical and clerical personnel. Reports to the County Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans, organizes, and directs all operations of the Finance Department; directs and participates in the formulation and implementation of applicable finance policies, including cash management, investment and travel policies; provides general advice, assistance and recommendations to County Manager and County Commissioners.

Supervises Finance staff, including Contract Purchasing Agent and Utility Customer Service Clerks.

Oversees preparation of the annual Comprehensive Annual Financial Report; the budget process and the annual budget report.

Assigns, directs and supervises activities of subordinate technical accounting personnel and clerical workers, ensuring adherence to established laws, policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise.

Administers routine personnel matters affecting subordinates, including interviewing applicants, assigning, scheduling, promoting, disciplining, etc., preparing and submitting various reports and records as required by County management.

Supervises the maintenance, control, and analysis of County government fiscal operations; maintains adequate accounting records to document compliance with local, state and federal laws and ordinances; safeguards assets of the County through implementation or acquisition of adequate internal control mechanisms and insurance coverage.

Analyzes County programs and projects as outlined in budget, performing financial and programmatic reviews; assists in establishing measurable goals and objectives for appraisal standards in County departments, programs, and projects.

FINANCE DIRECTOR

Supervises and/or participates in posting and balancing of County ledgers, bi-weekly payroll, monthly and quarterly withholding reports, retirement reports and annual W2 reporting; maintains County purchasing records, prepares financial statements, and other related reports; reviews and approves or denies expenditure requests, and signs checks and pre-audit certificates as appropriate; prepares invoices for services provided to various entities; processes invoices; monitors daily bank deposits and customer credit card transactions; .

Assists County Manager and Assistant Finance Director in preparation of annual County budget; aids department heads in preparing budget estimates and in determining costs for new, expanded or reorganized programs; implements approved budget; prepares budget amendments as necessary, making appropriate ledger adjustments and estimating available fund balance.

Prepares periodic reports of departmental financial condition for review by County Commissioners, indicating receipts, expenditures and encumbrances; attends meetings of County Commissioners and provides information as requested.

Invests idle funds to ensure adequate return on investment while maintaining funds' safety; prepares periodic reports on County investments and securities for presentation to the County Manager and County Commissioners.

Researches and prepares specifications and performance conditions to elicit competitive pricing for a variety of commodities and services, including banking services; reviews and evaluates vendors' proposals to determine compliance with stated specifications and conditions; negotiates, as appropriate, and presents to County Manager recommendations for award of purchase contracts to vendors meeting rates and conditions most favorable to interests of the County; confers with vendors and unsuccessful bidders to facilitate and maintain effective working relationships; develops and documents policies and procedures for seeking competitive bids. Incorporates the County's Contract/Purchasing Agent into this process to get recommendations and approvals.

Assists County department heads with financial matters as necessary; answers inquiries and explains policies and procedures of department.

Conducts accounting work on grants received by County, processing adequate records, reimbursements, code reviews to comply with applicable laws, ordinances and/or requirements of funding agencies.

Serves as the ex officio finance officer for the Tourism Development Authority as required by Session Law 2004-95: House Bill 1721.

Serves as essential personnel in disasters.

ADDITIONAL JOB FUNCTIONS

Assists County volunteer Fire and Rescue Departments when necessary.

Assists in County bidding process.

Prepares debt applications for the Local Government Commission.

Assumes duties of subordinate personnel, as necessary.

FINANCE DIRECTOR

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Required Qualifications

Education: Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study or appropriate certification, Certified Public Accountant.

Experience: At least eight (8) years of progressively responsible administrative and management experience.

Other Requirements: Certified Public Accountant or North Carolina Certified Public Finance Officer, Bondable, must complete required FEMA courses for disasters, and must possess a valid driver's license.

Preferred Qualifications

- Eight to ten years of senior financial management experience in financial policy evaluation and development, general accounting and financial forecasting/reporting and prefer prior government experience at the senior management assistant level, including three years of supervisory experience level.
- Experience and knowledge of North Carolina financial regulations.
- A certification as a Certified Public Accountant (CPA) and/or CGFM or CPFO.
- Experience managing large-scale financial systems, working closely with fiscal services institutions, audit firms and rating/regulatory agencies is necessary.
- Experience communicating on financial matters and developing near and long-term financial strategies is essential. Exceptional communications and management abilities will be called for in this critical executive management position.
- Successful track records leading strategic initiatives and building innovative support systems. Enjoyment of a fast-paced environment that blends entrepreneurial challenges with integrity and accountability.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body to grasp and move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

FINANCE DIRECTOR

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to subordinates and assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, budget summaries, audits, financial statements, accounting journals, purchase orders, etc. Requires the ability to prepare a variety of correspondence, reports, financial statements, budget ordinances, budgets, depreciation schedules, revenue projections, fund balance projections, revenue and expense reports, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Must be able to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and interpret various technical and professional languages, including legal and government accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; compute discount, interest, profit and loss, ratio and proportion, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the standard accepted principles and practices of accounting and auditing, including modern County financial administration.

FINANCE DIRECTOR

Thorough knowledge of federal, state and County laws, regulations, policies and procedure pertaining to County fiscal operations.

Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Thorough knowledge of the operations of County government, including taxation and other sources of revenue.

Considerable knowledge of modern governmental purchasing principles, practices and procedures.

Considerable knowledge of the methods and procedures used in preparing bid specifications.

Considerable knowledge of the formal and informal bid processes.

Considerable knowledge of contractual terms and conditions, insurance, and bid and performance bonds.

Considerable knowledge of the various grades, quality standards, and sources of supply and price trends for a variety of goods and services.

General knowledge of the principles of supervision, organization and administration.

Ability to operate common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to implement and maintain standard accounting and control measures for County government.

Ability to apply accounting principles and relevant laws and regulations to the preparation and maintenance of fiscal and accounting records and reports.

Ability to plan and direct an extensive fiscal control system.

Ability to establish and maintain moderately complex records and files, and to prepare reports from such data.

Ability to plan, direct and coordinate the work of technical and clerical subordinates.

Ability to prepare clear and concise reports and to compile and analyze financial statements and reports.

Ability to prepare bid specifications for a variety of equipment and services purchased by the County.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before groups of people.

FINANCE DIRECTOR

Ability to exercise tact and courtesy in frequent contact with various County personnel.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: ~~10/7/2019~~ 9/20/2021 REV BOC

Attachment: Finance Director 9 20 2021 (Job Description Revisions-Variou)



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: FISCAL & BUDGET ASSISTANT FINANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs difficult technical duties related to finance operations; assists with budget preparation and maintenance; reviews and monitors the payroll process; reviews and monitors time entry submitted by all departments; compiles various reports to submit to outside agencies; supervises the accounts payable process and staff; maintains the County capital assets file; prepares insurance renewal documentation; reviews and transmits all incoming and outgoing ACH and wire transfers; maintains positive pay bank files; contacts investment brokers and maintains the County investment portfolio.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists with planning and organizing the accounts payable operations for the County; implements and oversees the filing systems and accounts payable procedures; supervises accounting clerks; reviews all invoice entry from the Accounting Clerks' entry for accuracy; prints checks; transmits direct deposit and positive pay files to the bank; transfers funds to cover disbursements.

Prepares and reviews monthly, quarterly and annual reporting for State and federal agencies.

Reviews and approves purchase orders and contracts as they relate to accuracy, completeness and account coding;

Reviews payroll timesheets submitted by departments; processes payroll; processes invoices associated with the payroll process including State and federal payroll tax withholdings, 401k reporting, garnishments.

Serves as Deputy Finance Director; acts as an authorizing signatory for checks, ACH and wire transactions; acts as an authorizing signatory for pre-audit requirements.

Assists with accounts receivable.

Maintains the County capital asset and depreciation file for completeness; prepares workpapers for annual audit review.

Generates reports and statistical data as required.

Invests idle funds to ensure adequate return on investment while maintaining funds' safety; prepares periodic reports on investments and securities.

Assists department heads and other County employees with financial matters as necessary; answers inquiries and explains policies and procedures of department.

FISCAL & BUDGET ASSISTANT

Conducts accounting work on grants processing adequate records, reimbursements, code reviews, etc., to comply with applicable laws, ordinances and/or requirements of funding agencies.

Assists Finance Director during disasters.

ADDITIONAL JOB FUNCTIONS

Assists County volunteer Fire and Rescue Departments when necessary.

Assumes duties of subordinate personnel, as necessary.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs related tasks as assigned.

MINIMUM TRAINING AND EXPERIENCE

Required Qualifications

Education: Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Bachelor's Degree in Accounting.

Experience: At least five (5) years of progressively responsible general office experience with an emphasis in accounting related functions.

Other Requirements: Bondable, must complete required FEMA courses for disasters, and must possess a valid driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body to grasp and move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to subordinates and assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, budget summaries, audits, financial statements, accounting journals, purchase orders, etc. Requires the ability to prepare a variety of correspondence, reports, financial statements, budget ordinances,

FISCAL & BUDGET ASSISTANT

budgets, depreciation schedules, revenue projections, fund balance projections, revenue and expense reports, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Must be able to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and interpret various technical and professional languages, including legal and government accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; compute discount, interest, profit and loss, ratio and proportion, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

06/01/2015 9/20/2021 REV BOC



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: PARKS AND RECREATION DIRECTOR PARKS AND RECREATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs planning, administrative and supervisory work in parks and recreational activities for the county; does related work as required. Work includes technical management and direction of parks and leisure activity programs, budget development including both annual and capital recommendations, oversight of program development, development of policies and procedures, and personnel management. Work involves extensive public contact with school system, private groups, civic organizations, county, state and federal officials, and the general public in the promotion, development, operation and maintenance of the various programs.

SPECIFIC JOB DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans, directs and promotes the County Parks and Recreation Program within budgetary limitations and in consideration of requests, displayed interests, needs of special populations, and full utilization of available facilities; develops, establishes and implements departmental policies and procedures. Reports directly to the County Manager.

Develops and coordinates various recreational programs, such as softball, soccer, basketball, football; coordinates registration and organization of sports leagues; conducts instructional meetings of coaches, and/or other programs participants as needed; officiates competition as needed; cooperates with state agencies, community schools, the Red Cross, etc., to provide safe and effective programs to the County.

Develops, plans, and oversees construction and operation of county owned camping platforms and other ecotourism based facilities that target non-traditional recreational opportunities such as canoeing, kayaking, and boating.

Plans long-range parks and recreation programs and facilities requirements according to anticipated County growth, county-wide plans based on future interest and expanded recreation needs.

Prepares the annual departmental budget; directs the expenditure of funds; approves billing for the Department; develops and directs fund-raising programs.

Prepares and submits grant applications to be utilized for the construction or implementation of new recreational facilities and/or programs.

Oversees the construction of new recreational facilities; works closely with architects and engineers to ensure that all facilities are built as specified in contracts and to ensure that all facilities meet current building codes and ADA requirements.

Supervises and participates in the general maintenance of all assigned recreational facilities, parks and highway landscaped areas, including equipment; orders new equipment as necessary.

Supervises all Senior Center Programs, Facilities, and Staff. Oversees the utilization and planning of Senior Program and Facility Budget.

Oversees site set-up and take-down for several special events sponsored by the county; works closely with Travel and Tourism Department to help host county sponsored special events.

Oversees the scheduling of two mobile performance stage units owned by the county. Arranges staff to set-up the stages as well as dismantle the stages after use. Works closely with local business owners, other county departments, and other outside agencies to coordinate stage usage.

Directs the selection and employment of personnel, including both full-time and part-time employees; assumes responsibility for the training and supervision of the entire staff; receives, reviews and acts on plans and procedures developed by department staff; holds staff conferences to outline objectives and discuss various phases of the recreation program; performs personnel administrative duties such as disciplining, granting leave, evaluating employees, etc.

Studies and analyzes departmental programs, facilities and services as a measure of evaluation to ensure continued effectiveness in meeting recreation needs and interests of the public; receives and answers grievances from public or employees; acts as liaison between the Department, other County departments, and the public.

In cases of the issuance of State Of Emergency or other disasters the Parks and Recreation Director may be called on to act as manager of the Emergency Operations Staging Area. Duties will include managing the distribution of relief supplies, maintaining a current inventory of supplies, securing the needed equipment to operate such efforts in an efficient manner, and scheduling staff to complete all assigned tasks.

ADDITIONAL JOB FUNCTIONS

Attends meetings of department heads, various supervisory and advisory boards, agencies and community groups to present department programs and receive feedback about same; may serve as member of various professional or advisory boards, attending meetings and participating in activities, as appropriate. Performs other related work as required.

MINIMUM TRAINING EXPERIENCE

Bachelor's Degree in recreation administration, sports management, or a closely related field, and 3 to 5 years of experience in professional recreation work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

ICS Training Courses 100, 200, 300, 700, and IS00026.

Must obtain Travel Marketing Professional (TMP) Certification within three years of employment.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, copiers, calculators, tractors, trucks, trailers, fork lifts, string trimmers, shovels, rakes, various hand tools, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or 25 pounds of force frequently and/or a negligible amount of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are consistent with those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, budgets, forms, schedules, rosters, etc. Requires the ability to prepare correspondence, reports, forms, work orders, checks, personnel records, budgets, advertisements, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting, mechanical, counseling, legal and medical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the philosophy and objectives of public parks and recreation.
Considerable knowledge of the standard resources, materials, practices and facilities utilized in a comprehensive public parks and recreation program.

Considerable knowledge of the standard practices, materials, tools and equipment used in grounds operations and maintenance.

Considerable knowledge of the facilities and equipment needed in a broad parks and recreation program, and the proper arrangement of parks and other recreational areas.

Considerable knowledge of current literature, trends and developments in the field of parks and recreation development.

Considerable knowledge of a variety of recreational interests and activities of the various age groups in the community.

Considerable knowledge of the methods and practices employed in the maintenance of playgrounds, athletic fields, parks and related facilities.

General knowledge of the financing sources and programs available through state and federal funding agencies for parks and recreational programs, and of the requirements and standards for obtaining and retaining state and federally funded programs.

General knowledge of the principles of supervision, organization and administration.

General knowledge of the requirements, policies and procedures of various media outlets necessary for promotional activities.

Ability to plan, direct and coordinate the work of a volunteer staff.

Ability to plan, establish, implement and monitor a comprehensive public parks and recreation program.

Ability to exercise independent judgment in the interpretation and application of regulations to daily departmental operations.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact and courtesy in contact with the general public.

Ability to establish and maintain effective working relationships with subordinates, public officials, community leaders, professional groups, and as otherwise necessitated by work assignments.

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CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: SITE MANAGER/CURATOR
GRADE: 62

GENERAL STATEMENT OF JOB

Under limited supervision, provides the site management of the Whalehead and Historic Corolla Park. In addition, this position will serve as curator for historic properties owned by the County of Currituck. In conjunction with the Currituck County Department of Travel & Tourism, assists in the development of programming and marketing to promote the attributes of Historic Corolla and to generate income from the Whalehead, Historic Corolla Park (including Whalehead and the Maritime Museum) and other historic properties and to generate income from these properties. Thorough knowledge of museum management theory, exhibition design and installation, and artifact conservation and preservation. Assists in the preparation of reports and other records, including the annual budget for the Whalehead Historic Corolla Park. Reports to the Director of Travel & Tourism.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

- As site manager, directs administrative, operating and programming functions of the Whalehead and Historic Corolla Park that includes Whalehead and the Currituck Maritime Museum.
- Manages and supervises the general manager of the Currituck Maritime Museum and acts as the manager for the Whalehead.
- Manages, secures and oversees the maintenance of the Whalehead and Historic Corolla Park and its grounds and its properties, as well as the collections held in public trust.
- Manages and leads the full-time/part-time staff and volunteers of the Whalehead.
- Manages fundraising and development activities for the Whalehead and Historic Corolla Park and its properties, including grant writing.
- Serves as spokesperson for the Whalehead Historic Corolla Park.
- Updates the Director of Travel & Tourism on visitation and trends regarding the Whalehead and Historic Corolla Park.
- Manages Facilities Use licensing and concession contracts for Historic Corolla Park.
- Reviews and controls expenditures to ensure adherence to the Whalehead and Historic Corolla Park budget
- Assists Director of Travel & Tourism in short and long range short- and long-range strategic planning.
- Prepares contracts for services and products for Whalehead and Historic Corolla Park.
- As Curator, researches, selects and obtains items to be displayed in the Whalehead and other historic Currituck properties.
- Responsible for negotiating the purchase of items or arranging the loan of collections.

SITE MANAGER/CURATOR

- Authenticates and catalogues collection items and maintains all records regarding the collections.
- Designs the layout of exhibits, and oversees exhibit installation.
- Creates all tours for ~~the Whalehead~~ Historic Corolla Park properties and other historic properties based on historical research.
- Attends county and civic meetings as needed.
- Maintains a cohesive working relationship with all other Department personnel to ensure a unified and effective promotional efforts for ~~the Whalehead and~~ Historic Corolla Park and other historic properties.

ADDITIONAL JOB FUNCTIONS

- Works toward the goals and objectives set forth in the tourism marketing plan.
- Attends industry conferences and seminars.
- Performs other duties as assigned by the Director of Travel & and the County Manager.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited college or university with a Master's Degree in Arts Administration, Art History, Fine Arts, Museum Studies, Humanities or a related field with an art emphasis, and a minimum of four years progressive, professional experience as a curator, including at least two years in a management capacity.

SPECIAL REQUIREMENT

Possession of a valid North Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, cameras, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to clients and supporting personnel.

Language Ability: Requires the ability to read a variety of reports, correspondence. Requires the ability to prepare a variety of correspondence, reports, forms, budgets, studies, projects, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

SITE MANAGER/CURATOR

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, engineering, legal, and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the methods and techniques used in marketing and promotion for travel and tourism.

Considerable knowledge of the available resources and geography of the County.

Considerable knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules, and regulations.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact, courtesy and firmness when in contact the general public.

SITE MANAGER/CURATOR

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 09/20/2021 (REV BOC)

I. PRIMARY PURPOSE OF THIS POSITION:

The social worker in this position provides several services: Investigation and Assessment services; CPS In-Home Services, Foster Care and Adoption Services for both children and parents. This position also takes applications and determines eligibility for other services offered by the agency, such as Emergency Assistance, child care or other financial support services.

II. A. DUTIES AND RESPONSIBILITIES

1. **Investigative and Family Assessments (70%)** involve investigating reports of child abuse, neglect and dependency, as well as extensive client and collateral contacts. Work is accomplished substantially in the field. Exacting law and state standards must be followed in the provision of this involuntary service to families. This job duty exposes staff to hazardous environments and high-risk situations, such as domestic violence, entry into homes involving pest infestation, unsanitary living conditions or dilapidated homes. Requires extensive, detailed documentation of work. The documentation takes about 50% of the staff time to complete. This staff member is also responsible for obtaining the court orders and the physical removal of children in danger. This position requires the ability to maintain a high and intense activity level.

In Home Services (15%) for children and caretakers includes the development of family service case plans to alleviate problems identified during Child Protective Service investigation.

Foster Care & Adoption Services (10%) include case management responsibility. Foster Care services include locating suitable placements, immediate placement responsibilities, on-going supervision, coordinating services of community agencies, and often acting as liaison among the professional community, including courts, schools, health departments, etc. Also includes working with foster parents with regard to licensing/re-licensing and ongoing assistance, training, and supervision. Adoption services require the worker to recruit, study, and select adoptive homes for children cleared for placement. Applicant's assets and liabilities are evaluated in order to determine their capacity to become adoptive parents. This service includes independent adoptions, stepparent and relative adoptions, as well as interstate and inter-county adoptions. Adoption services can also be geared toward the child who has been cleared for and approved for adoption. In these instances, suitable adoptive families are located for such a child. Also includes Adoption Assistance.

Intake, After Hours On-Call, Emergency Assistance, and other Child Welfare services (5%) will be provided by this position as needed in conjunction with Foster Care Services, Adoption Services, and Intake Services. All staff perform general intake, determine eligibility for Emergency Assistance, and perform on-call duty on a rotating basis.

2. This worker counsels, supervises and provides services to children from birth to age 18. Family members may be of any age group, as may the members of a foster family or adoptive family.

Foster Care parents are usually of average intelligence and have a sincere desire to be of help. They are patient, caring people who will need good support to maintain foster care placements.

Adoption Services: Worker in this position must be capable of dealing with clients who exhibit a wide variety of characteristics. Among them may be emotional, environmental, behavioral, and socio-economic problems.

Clients receiving other services can also exhibit a wide variety of problems and characteristics such as emotional, environmental, behavioral problems, substance abuse, mental health and victims or perpetrators of domestic violence.

3. Referrals are usually received by telephone from other professionals, such as medical providers, school personnel, law enforcement, court systems, or other human service personnel. Referrals are also received from concerned citizens, neighbors, relatives, and sometimes from parents or the victim himself. Referrals may also come from other social work staff and the Services Supervisor.

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B. MAJOR ACTIVITIES AND RESPONSIBILITIES:

Intake Services – This duty is assigned on a rotating basis to all social workers. Includes receiving referrals, making collateral contacts, checking records, opening cases, and documentation. Also includes processing of Emergency Assistance applications, and after hours on-call duty.

Investigative and Family Assessments-- This service includes conducting activities necessary to determine whether or not allegations of abuse, neglect, or dependency are true, and to evaluate the safety of the child in the home. Giving information, instruction, guidance, and mentoring regarding parenting skills; ongoing determination of the need for placement; referrals to other service providers and evaluation of services provided; and gathering information for case plans. Completion of the investigative assessment includes the use of a shared decision making process to make a case decision, as well as case closure activities.

This social worker is responsible for protecting children from further maltreatment. This worker is responsible for exercising considerable professional judgment in the provision of their routine duties. In so doing, the worker must gather sufficient information to assess the allegations of abuse, neglect or dependency. This is achieved by conducting interviews, observations, reviewing reports, medical records, photographs, or other similar information. This information is utilized to determine if child maltreatment occurred, assess the risk of future maltreatment, application of appropriate interventions, and referrals to services.

This position is responsible for conducting initial and on-going face-to-face interviews and contacts with children and their families as well as home visits, school visits, and contacts in other community settings, in accordance with state policy. Assessments/investigations include working with parents, caretakers, children, non-offending parties and alleged perpetrators.

This worker is responsible for addressing child safety, the caretaker's capacity to safely care for the children, and the child's living environment. This worker completes a formal Safety Assessment for each case; and determines the need to utilize temporary safety providers when conditions warrant such.

Each case is required to have a two-level review between the social worker and a supervisor. The social worker in this position is required to staff each case with the supervisor on a frequent basis in accordance with state policy.

Foster Care and Adoption services – This position provides placement services for children who have been taken into custody due to the termination of parental rights, abuse or neglect situations, voluntary placement by parents, abandonment, or release for adoption. This service involves locating placements, conducting home studies for interstate placements, making applications to group homes or other alternative placements, monitoring, providing for visitation between family members, assisting youth from ages 16 - 21 with all phases of training for independent living in preparation for the transition out of substitute care and into the community, management of the transition itself to follow up after the transition is accomplished, participation in regularly scheduled court appearances, and coordination with foster parents, mental health workers, and other professionals. It also requires mandatory review team meetings, which are scheduled regularly and prepared for by the worker. Adoption Services include the recruitment, study, and selection of adoptive homes. This involves home studies and evaluations of families to determine potential placements. This Social Worker, in some ways, serves as a substitute parent for the foster children in his or her caseload. All major decisions regarding children in custody are made by this worker, with supervision. Strict and extensive case record keeping is required for all children services cases. Detailed descriptions of contacts with child(ren), family and other professionals must be maintained.

This service includes placement responsibilities. For children that have to be removed from their homes and placed in emergency foster care in order to assure their safety and well being,. This almost always involves obtaining petitions, locating a placement, consulting with the supervisor, and satisfying legal, physical and emotional needs of everyone involved. This has to be done in a very short period of time, and requires worker to be able to function effectively under stress, and make precise, independent decisions. Direct responsibility for foster care and adoption includes planning, organizing, and monitoring placements, coordinating services of community agencies for clients, and developing effective community relationships. The worker also acts as liaison among the professional community, including courts, guardians ad litem, schools, etc. Teaching disciplining techniques and dealing with mal-adaptive behavior, and sometimes physical disabilities, is often worker's responsibility in helping foster parents to deal with children. Performs social casework and other diagnostic and treatment services to prepare a child and prospective parents for placement, to support and maintain the

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placement and to facilitate legal consummation of the adoption, including supervision and reports to the court. Position provides services to facilitate interstate and inter-county adoptions in compliance with the Interstate Compact on Placement of Children. Position will also counsel adoptive parents in general parenting skills and disciplinary techniques. Position will attend training sessions in order to keep current with changes and developments in the law or DSS policy.

In Home Services – Involves developing family service case plans to alleviate problems identified during the substantiated child protective services investigation. On-going case management duties and collateral contacts.

This service is provided after there has been a substantiation of child abuse, neglect, and/or dependency and removal of the child is a reasonable possibility in the absence of such services. Worker must monitor, expand and update the Family Services Case Plan to address identified areas of need; provide routine case supervisory activities; maintain contact with the family and others significant to the case; work with the parents on the status of the case and case goals; give information, instruction, guidance and mentor regarding parenting skills; refer to monitoring of service as appropriate, including referrals to DSS-provided clinical treatment; provide ongoing determination of appropriateness of need for out-of-home placement; ensure that foster care placements across state lines are in compliance with interstate compact laws; document Case Planning and Case Management activities.

General Administration – This includes staff meetings, completing day sheets, monthly reports, training workshops provided by the State, public speaking engagements, time spent waiting in court, time spent waiting for clients in medical appointments or therapy appointments, annual leave time, etc. The number of contacts, legal and documentation requirements, and risk assessment tools are strictly detailed in the Children Services Standards for Service Delivery. These standards, which are extensive, must be adhered to in all Children Services cases. This documentation generally requires about 50% of the worker's time.

Other Activities - This worker is responsible for regularly scheduled after hours on-call duty on a 24-hour basis including holidays and weekends, for coverage, on a rotating basis with other social workers in the agency. May be required to participate in other programs the agency may administer, such as (a) Smart Start, (b) Operation Santa Claus, (c) Parenting Classes for parents of foster children, (d) will perform other duties as required.

Position will also perform duties as assigned by the County Manager or his designees during a State of Emergency or other disaster. Will also perform other duties as requested by Social Services Director.

All staff performs intake, determine eligibility for Emergency Assistance, and perform on-call duty on a rotating basis each month. During the period of assigned on-call duty, the worker is expected to be available 24 hours a day.

The team approach is used in several areas in this agency. The social worker in this position is a member of the foster care permanency planning review team. As case manager for foster care cases, the worker periodically presents cases for review by the team, which consists of agency personnel, mental health professionals, guardians ad litem, school personnel, and foster parents. The team approach is also used in approval and disapproval of adoptive applicants and in the placing of children in adoptive homes.

This position may have the responsibility of being substitute payee for certain recipients of public assistance, to assure that the monthly payment is used to meet the needs of the family. This position will have responsibility for submitting bills, applying for Social Security or SSI for foster children and the worker must maintain complete and accurate records when the agency is guardian or payee, for accountability purposes.

Responsibilities in court matters include preparing for and attending court hearings, testimony, preparing reports relative to history and treatment for scheduled reviews, and testifying to conditions, progress made, and custody recommendations. Worker will become a member of multi-disciplinary team. This position will be responsible for getting court reviews into court in a timely manner. This means that our agency attorney will need to be contacted well in advance of the court date, so that it can be scheduled in a timely manner. The worker will be responsible for contacting and preparing witnesses, as well as letting the attorney know what witnesses need to be subpoenaed. Worker is also to prepare court reports, make contact with the guardian ad litem, attend court, and testify at hearings.

Work is performed independently with supervision through individual supervision conferences as well as group supervision. Legal advice is sought from agency attorney. Mandatory training is provided. This position requires 72 hours of Pre-

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Service training and approximately 10 additional days of training within the first year. Every year thereafter and additional 24 hours of training is required.

The Services Program operates under the General Statutes of North Carolina with procedures specified in the Child Welfare Services Manual.

Contact may be made with public agencies, private agencies, churches, law enforcement, clubs and organizations, health professionals, and general public.

Work is reviewed by Services Supervisor and regional services representative on an ongoing basis. Judicial reviews enforce self-review and evaluation.

III. OTHER WORK CHARACTERISTICS

- A. The Social Services Building is located in a rural area, and is housed in a building which has adequate space for all work activities. All furnishings and equipment are in excellent condition.
- B. Worker utilizes cell phone, camera, copy machine, dictation equipment, calculator, personal computer/terminal, printer, fax machine, and county vehicle.
- C. Exactness and accuracy are essential when performing administrative duties. These include calculating eligibility determinations, amounts to be paid to vendors and to foster parents and to group homes. Worker must also complete day sheets accurately. These require a service code, an ID number, and number of minutes spent on the given service. This information has financial significance and errors may be costly.
- D. Physical effort is needed on occasion, when placing or moving children in foster care. Position sometimes has to transport the children and all their personal belongings, which might include stereos, toys, and sports equipment as well as the child's clothing.
- E. Close visual attention is required in entering figures onto day sheets and other data entry forms. It is also required to observe body language and non-verbal communication during the monitoring and counseling process. Worker must be alert both physically and mentally in order to make an appropriate assessment of the family dynamics.
- F. Intense mental concentration is required in preparing safety plans, Juvenile Petitions, home studies, adoption summaries, lessons for training foster parents, etc.
- G. The worker is required in some instances to safeguard other persons. This is especially true when it is necessary to remove children from their homes in order to prevent the re-occurrence of physical abuse or extreme neglect, which could be physically harmful. The worker is often faced with dealing with irate clients, and at times may have to request assistance from law enforcement personnel to perform these duties. It is also essential to see that anyone in the worker's car uses seat belts and those children are placed in safety seats.
- H. Office hours are from 8:00 am to 5:00 pm, with an hour break for lunch. Occasional to moderate overtime is required based on caseload demands. There is no rotation of shifts. Position also requires after-hours and weekend call duty on a rotating basis each month. During the period of assigned on-call duty, the worker is expected to be available on a 24-hour basis. After hours and weekend calls are handled through the Sheriff's Department and the worker must carry a cell phone during this period of duty.
- I. Staff is required to have 24 hours of related training per year. Also, certain pre-service training is required.

IV. A. KNOWLEDGE, SKILLS, ABILITIES, EDUCATION, & EXPERIENCE REQUIREMENTS

The worker must have the following:

Considerable knowledge of social work principles, techniques, and practices, and their application to specific case work and community problems.

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Considerable knowledge of governmental and private organizations and community resources.

Considerable knowledge of North Carolina laws, regulations, and Social Services policies, which govern the program.

Considerable knowledge of behavioral and socio-economic problems and their treatment.

Knowledge of the methods and principles of casework.

Ability to establish and maintain effective working relationships with supervisors, administrative superiors, members of caseload and their families, and civic, medical, social and religious organizations. Clients will be from varying socio-economic and ethnic backgrounds.

Ability to express ideas clearly and concisely, and to plan and execute work effectively.

Ability to relate in a positive or appropriate relationship under adverse conditions.

Ability to recognize primary behavioral dysfunction of individuals and groups.

Ability to make a basic social assessment and service plan.

Ability to conduct a comprehensive social study or treatment plan within protective services.

Skill in listening to others with understanding and purpose.

Skill in soliciting information and assembling relevant facts.

Skill in observing and interpreting verbal and non-verbal behavior, and in using knowledge of personality theory and diagnostic methods.

Skill in engaging clients in efforts to resolve their own problems, and in gaining trust.

Skill in creating innovative solutions to clients' needs.

Ability to take full responsibility for protective services cases and act professionally on worker's own judgment.

Participate in unit staff meetings and to consider input from other staff members.

B. MINIMUM EDUCATION AND EXPERIENCE:

Master's degree from an accredited school of social work and one year of social work experience; or a Bachelor's degree from an accredited school of social work and two years of social work or counseling experience; or Master's degree in a counseling field and two years of social work or counseling experience; or a four-year degree in a human services field or related curriculum and three years of social work or counseling experience; or graduation from a four-year college or university and four years of experience in rehabilitation counseling, pastoral counseling or a related human service field providing experience in the techniques of casework, group work or community organization; or an equivalent combination of training and experience.

I. PRIMARY PURPOSE OF THIS POSITION:

The social worker in this position provides several services: Investigation Assessment services; Individual & Family Adjustment services; CPS In-Home services; and Foster Care and Adoption Services for both children and parents. This position also takes applications and determines eligibility for other services offered by the agency, such as Health Support, and Emergency Assistance services.

II. A. DUTIES AND RESPONSIBILITIES

Foster Care & Adoption Services (40%) include case management responsibility. Foster Care services include locating suitable placements, immediate placement responsibilities, on-going supervision, coordinating services of community agencies, and often acting as liaison among the professional community, including courts, schools, health departments, etc. Also includes working with foster parents with regard to licensing/re-licensing and ongoing assistance, training, and supervision. Adoption services require the worker to recruit, study, and select adoptive homes for children cleared for placement. Applicant's assets and liabilities are evaluated in order to determine their capacity to become adoptive parents. This service includes independent adoptions, stepparent and relative adoptions, as well as interstate and inter-county adoptions. Adoption services can also be geared toward the child who has been cleared for and approved for adoption. In these instances, suitable adoptive families are located for such a child. Also includes Adoption Assistance.

Investigative Assessments (5%) involve investigating reports of child abuse, neglect and dependency, as well as extensive client and collateral contacts. Work is accomplished substantially in the field. Exacting law and state standards must be followed in the provision of this involuntary service to families. This job duty exposes staff to hazardous environments and high-risk situations, such as domestic violence, entry into homes involving pest infestation, unsanitary living conditions or dilapidated homes. Requires extensive, detailed documentation of work. The documentation takes about 50% of the staff time to complete. This staff member is also responsible for obtaining the court orders and the physical removal of children in danger. This position requires the ability to maintain a high and intense activity level.

CPS In Home Services (50%) for children involve development of family service case plan to alleviate problems identified during Child Protective Service investigation.

Intake, Individual & Family Adjustment Services, Health Support, Emergency Assistance, and other services (5%) will be provided by this position as needed in conjunction with Foster Care Services, Adoption Services, and Intake Services. IFA Services usually involves counseling to enable the client to recognize and cope with problems and conflicts with regard to home management, family life, consumer affairs, alcoholism, drug abuse, mental and emotional disorders, school related problems, etc. Health support is provided by means of physical and emotional evaluations. All staff performs intake, determine eligibility for Emergency Assistance, and perform on-call duty on a rotating basis.

This worker counsels, supervises and provides services to children from birth to age 18. Family members may be of any age group, as may the members of a foster family or adoptive family.

Foster Care parents and court approved family and caretakers are caring people who will need good support to maintain foster care placements.

Adoption Services: Worker in this position must be capable of dealing with clients who exhibit a wide variety of characteristics. Among them may be emotional, environmental, behavioral, and socio-economic problems.

Clients receiving other services can also exhibit a wide variety of problems and characteristics such as emotional, environmental, behavioral problems, substance abuse, mental health and victims or perpetrators of domestic violence.

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In-Home Services & Foster Care

Referrals are usually received by telephone from other professionals, such as medical providers, school personnel, law enforcement, court systems, or other human service personnel. Referrals are also received from concerned citizens, neighbors, relatives, and sometimes from parents or the victim himself. Referrals may also come from other social work staff and the Services Supervisor.

B. MAJOR ACTIVITIES AND RESPONSIBILITIES:

Intake Services – This duty is assigned on a rotating basis to all social workers. Includes receiving referrals, making collateral contacts, checking records opening cases and documentation. Also includes processing of Emergency Assistance applications, and after hours on-call duty.

Foster Care and Adoption services – This position provides placement services for children who have been taken into custody due to the termination of parental rights, abuse or neglect situations, voluntary placement by parents, abandonment, or release for adoption. This service involves locating placements, conducting home studies for interstate placements, making applications to group homes or other alternative placements, monitoring, providing for visitation between family members, assisting youth from ages 13 - 21 with all phases of training for independent living in preparation for the transition out of substitute care and into the community, management of the transition itself to follow up after the transition is accomplished, participation in regularly scheduled court appearances, and coordination with foster parents, mental health workers, and other professionals. It also requires mandatory review team meetings, which are scheduled regularly and prepared for by the worker. This position provides counseling and treatment services to the child and the child's family or foster family, to remedy personal problems, behavioral problems, or home conditions. This includes any counseling to facilitate the child's psycho-social adjustment and to assist the parents or other responsible relatives and caretakers to improve the conditions precipitating the need for placement, and to enable the child to return to his own home. This position provides counseling and treatment services as necessary to achieve placement of a child in the home of other relatives, in an adoptive home, or continued foster care. Also this position provides preventative services to the child and his family in an effort to prevent foster care placement and maintain the child outside the substitute care system. These services include diagnostic study and evaluation, medical examinations, facilitating services for appropriate planning and the provision of appropriate foster care services for the child and family. Documentation detailing every phone call, home visit, office visit, visitation with parents, professional appointments (such as doctor and therapist appointments), and collaterals. Responding to e-mail, voice mail, office phone and agency cell phone. There is repetition and duplication of documentation due to the great number of forms required for foster care cases. Attend meetings with the DSS attorney before court to discuss strategies for advocating DSS position in court. Provide witness list. Before court, numerous consultations with DSS attorney as well as guardian ad litem (GAL), GAL Attorney, and parents' attorney, Social Worker is cross examined by at least 3 attorneys (GAL attorney and 2 parent attorneys) in what is often a contentious, adversarial and stressful position.

Extensive travel and overnight travel is required for home visits, court appearances for children involved in juvenile court, treatment team meetings, meeting with teachers and other school personnel. Not unusual for this to take 1 to 2 days of travel; for example, if a child is placed in Asheville, Charlotte, etc. Many specialized services are located in the western part of the state.

Adoption Services include the recruitment, study, and selection of adoptive homes. This involves home studies and evaluations of families to determine potential placements. This Social Worker, in some ways, serves as a substitute parent for the foster children in his or her caseload. All major decisions regarding children in custody are made by this worker, with supervision. Strict and extensive case record keeping is required for all children services cases. Detailed descriptions of contacts with child(ren), family and other professionals must be maintained.

Investigative Assessments involve investigating reports of child abuse, neglect and dependency, as well as extensive client and collateral contacts. Work is accomplished substantially in the field. Exacting law and state standards must be followed in the provision of this involuntary service to families. This job duty exposes staff to hazardous environments and high-risk situations, such as domestic violence, entry into homes involving pest infestation, unsanitary living conditions or dilapidated homes. Requires extensive, detailed documentation of work. The documentation takes about 50% of the staff time to complete. This staff member is also responsible for obtaining the court orders and the physical

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In-Home Services & Foster Care**

removal of children in danger. This position requires the ability to maintain a high and intense activity level.

In Home Services – Involves developing family service case plans to alleviate problems identified during the substantiated child protective services investigation.

General Administration – This includes staff meetings, completing day sheets, monthly reports, training workshops provided by the State, public speaking engagements, time spent waiting in court, time spent waiting for clients in medical appointments or therapy appointments, annual leave time, etc. The number of contacts, legal and documentation requirements, and risk assessment tools are strictly detailed in the Children Services Standards for Service Delivery. These standards, which are extensive, must be adhered to in all Children Services cases. This documentation generally requires about 50% of the worker's time.

Other Activities - This worker is responsible for regularly scheduled on-call duty on a rotating basis with other workers in the agency. May be required to participate in other programs the agency may administer, such as (a) Operation Santa Claus, (b) Parenting Classes for parents of foster children, (c) will perform other duties as required.

Position will also perform duties as assigned by the County Manager or his designees during a State of Emergency or other disaster. Will also perform other duties as requested by Social Services Director.

C. MAJOR ACTIVITIES AND RESPONSIBILITIES

Intake Services- This duty is assigned on a rotating basis to all social workers. Includes receiving referrals, making collateral contacts, checking records, opening cases, and documentation. Also includes processing of Emergency Assistance applications, and after hours call duty. Assess crisis situations for referrals to outside agencies for assistance.

Foster Care & Adoption: This service includes placement responsibilities. For children that have to be removed from their homes and placed in emergency foster care in order to assure their safety and wellbeing,. This almost always involves obtaining petitions, locating a placement, consulting with the supervisor, and satisfying legal, physical and emotional needs of everyone involved. This has to be done in a very short period of time, and requires worker to be able to function effectively under stress, and make precise, independent decisions. Direct responsibility for foster care and adoption includes planning, organizing, and monitoring placements, coordinating services of community agencies for clients, and developing effective community relationships. The worker also acts as liaison among the professional community, including courts, guardians ad litem, schools, etc. Teaching disciplining techniques and dealing with mal-adaptive behavior, and sometimes physical disabilities, is often worker's responsibility in helping foster parents to deal with children. Performs social casework and other diagnostic and treatment services to prepare a child and prospective parents for placement, to support and maintain the placement and to facilitate legal consummation of the adoption, including supervision and reports to the court. Position provides services to facilitate interstate and inter-county adoptions in compliance with the Interstate Compact on Placement of Children. Position will also counsel adoptive parents in general parenting skills and disciplinary techniques. Position will attend training sessions in order to keep current on changes and developments in the law or DSS policy.

Investigative Assessment: This service includes the following. Conducting those activities necessary to determine whether or not allegations of abuse, neglect, or dependency are true, and to evaluate the safety of the child in the home. Giving information, instruction, guidance, and mentoring regarding parenting skills; ongoing determination of the need for placement; referrals to other service providers and evaluation of services provided; and gathering information for case plans. Completion of the investigative assessment includes the use of a shared decision making process to make a case decision, as well as case closure activities.

Individual & Family Adjustment Services, Transportation, Health Support, Emergency Assistance, Intake and other services as needed: These services will be provided by this position as needed in conjunction with Foster Care Services, Adoption Services, and Intake Services. IFA Services usually involves counseling to enable the client to recognize and cope with problems and conflicts with regard to home management, family life, consumer affairs, alcoholism, drug abuse, mental and emotional disorders, school related problems, etc. Transportation is usually in conjunction with health support, visitation,

SOCIAL WORKER INVESTIGATIVE/ASSESSMENT & TREATMENT
In-Home Services & Foster Care

and meeting educational needs. Health support is provided by means of physical and emotional evaluations. All staff performs intake, determine eligibility for Emergency Assistance, and perform after-hours and weekend call duty on a rotating basis each month. During the period of assigned on-call duty, the worker is expected to be available 24 hours a day.

CPS In Home Services: This service is provided after there has been a substantiation of child abuse, neglect, and/or dependency and removal of the child is a reasonable possibility in the absence of such services. Worker must monitor, expand and update the Family Services Case Plan to address identified areas of need; provide routine case supervisory activities; maintain contact with the family and others significant to the case; work with the parents on the status of the case and case goals; give information, instruction, guidance and mentor regarding parenting skills; refer to monitoring of service as appropriate, including referrals to DSS-provided clinical treatment; provide ongoing determination of appropriateness of need for out-of-home placement; ensure that foster care placements across state lines are in compliance with interstate compact laws; document In Home service activities. This position is also responsible for filing juvenile petitions for the purposes of seeking guidance from the court when sufficient progress has not been made to eliminate the threat of safety to the child during the provision of CPS In-Home services.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster. Also perform other duties as requested by the Social Services Director.

The team approach is used in several areas in this agency. Social worker in this position is a member of the foster care review team. As case manager for foster care cases, the worker periodically presents cases for review by the team, which consists of agency personnel, mental health professionals, guardians ad litem, school personnel, and foster parents. The team approach is also used in approval and disapproval of adoptive applicants and in the placing of children in adoptive homes.

This position has the responsibility of being substitute payee for certain recipients of public assistance, to assure that the monthly payment is used to meet the needs of the family. This position will have responsibility for submitting bills, applying for Social Security or SSI for foster children and the worker must maintain complete and accurate records when the agency is guardian or payee, for accountability purposes.

Responsibilities in court matters include preparing for and attending court hearings, preparing reports relative to history and treatment for scheduled reviews, and testifying to conditions, progress made, and custody recommendations. Worker will become a member of multi-disciplinary team. This position will be responsible for getting court reviews into court in a timely manner. This means that our agency attorney will need to be contacted well in advance of the court date, so that it can be scheduled in a timely manner. The worker will be responsible for contacting and preparing witnesses, as well as letting the attorney know what witnesses need to be subpoenaed. Worker is also to prepare court reports, make contact with the guardian ad litem, attend court, and testify at hearings.

Work is performed independently with supervision through individual and group supervision conferences with the supervisor on an as-needed basis. Legal advice is sought from agency attorney. Mandatory training is provided. This position requires 72 hours of Pre-Service training and approximately 10 additional days of training within the first year. Every year thereafter and additional 24 hours of training is required.

The Services Program operates under the General Statutes of North Carolina with procedures specified in the Child Welfare Services Manual.

Contact may be made with public agencies, private agencies, churches, law enforcement, clubs and organizations, health professionals, and general public.

Work is reviewed by Services Supervisor and regional services representative on an ongoing basis. Judicial reviews enforce self-review and evaluation.

CONSEQUENCE OF ERROR: paybacks by the county to state and/or federal government if services are coded

SOCIAL WORKER INVESTIGATIVE/ASSESSMENT & TREATMENT
In-Home Services & Foster Care

incorrectly. Harm may come to children and families if children are returned prematurely to their parents. This position affects the life of all children that enter the foster care system and drastically changes the whole dynamic of families due to DSS and court intervention. Worker decides when to recommend the return of children to their family of origin or to relatives. Also decides when to proceed with termination of parental rights and consequently adoption of the child involved. These are dramatic, life changing events in the life of a child. Ultimately, the courts make this decision, but worker's recommendation carry a heavy weight in court proceedings.

III. OTHER WORK CHARACTERISTICS

- A. The Social Services Building is located in a rural area, and is housed in a building which has adequate space for all work activities. All furnishings and equipment are in excellent condition.
- B. Worker utilizes copy machine, dictation equipment, calculator, cell phone, video equipment, personal computer/terminal, printer, fax machine, telephone, camera, and county vehicle.
- C. Exactness and accuracy are essential when performing administrative duties. These include calculating amounts to be paid to vendors and to foster parents and to group homes. Worker must also complete day sheets accurately. These require a service code, an ID number, and number of minutes spent on the given service. This information has financial significance and errors may be costly.
- D. Physical effort is needed on occasion, when placing or moving children in foster care. Position sometimes has to transport the children and all their personal belongings, which might include stereos, toys, and sports equipment as well as the child's clothing.
- E. Close visual attention is required in copying figures onto day sheets and other data entry forms. It is also required to observe body language and non-verbal communication during the monitoring and counseling process. Worker must be alert both physically and mentally in order to make an appropriate assessment of the family dynamics.
- F. Intense mental concentration is required in preparing adoption summaries, home studies, lessons for training foster parents, etc. Court reports are lengthy and require particularly intense mental concentration and must be totally accurate as they are submitted as evidence in the disposition phase of court hearings.
- G. The worker is required in some instances to safeguard other persons. This is especially true when it is necessary to remove children from their homes in order to prevent the re-occurrence of physical abuse or extreme neglect, which could be physically harmful. The worker is often faced with dealing with irate clients, and at times may have to request assistance from law enforcement personnel to perform these duties. It is also essential to see that anyone in the worker's care uses seat belts and those children are placed in safety seats.
- H. Office hours are from 8:00am to 5:00pm, with an hour break for lunch. Occasional to moderate overtime is required based on caseload demands. There is no rotation of shifts. Position also requires after-hours and weekend call duty on a rotating basis each month. During the period of assigned on-call duty, the worker is expected to be available on a 24-hour basis. After hours and weekend calls are handled through the Sheriff's Department and the worker must carry a cell phone during this period of duty.
- I. Staff is required to have pre-service training and 24 hours of related training per year.
- G. The worker is required in some instances to safeguard other persons. This is especially true when it is necessary to remove children from their homes in order to prevent the re-occurrence of physical abuse or extreme neglect, which could be physically harmful. The worker is often faced with dealing with irate clients, and at times may have to request assistance from law enforcement personnel to perform these duties. It is also essential to see that anyone in the worker's car uses seat belts and those children are placed in safety seats.
- H. Office hours are from 8:00 to 5:00, with an hour break for lunch. There is no rotation of shifts. Position also requires after-

Attachment: SW IAT In Home Services-Foster Care (Job Description Revisions-Variou)

SOCIAL WORKER INVESTIGATIVE/ASSESSMENT & TREATMENT
In-Home Services & Foster Care

hours and weekend call duty on a rotating basis each month. During the period of assigned on-call duty, the worker is expected to be available 24 hours a day.

- I. These duties as described have been in effect since the beginning of employment. Position will also perform duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.
- J. Staff is required to have 24 hours of related training per year. Also, certain pre-service training is required.

IV. A. KNOWLEDGE, SKILLS, ABILITIES, EDUCATION, & EXPERIENCE REQUIREMENTS

The worker must have the following:

Considerable knowledge of social work principles, techniques, and practices, and their application to specific case work and community problems.

Considerable knowledge of governmental and private organizations and community resources.

Considerable knowledge of North Carolina laws, regulations, and Social Services policies, which govern the program.

Considerable knowledge of behavioral and socio-economic problems and their treatment.

Knowledge of the methods and principles of casework.

Ability to establish and maintain effective working relationships with supervisors, administrative superiors, members of caseload and their families, and civic, medical, social and religious organizations. Clients will be from varying socio-economic and ethnic backgrounds.

Ability to express ideas clearly and concisely, and to plan and execute work effectively.

Ability to relate in a positive or appropriate relationship under adverse conditions.

Ability to recognize primary behavioral dysfunction of individuals and groups.

Ability to make a basic social assessment and service plan.

Ability to conduct a comprehensive social study or treatment plan within protective services.

Skill in listening to others with understanding and purpose.

Skill in soliciting information and assembling relevant facts.

Skill in observing and interpreting verbal and non-verbal behavior, and in using knowledge of personality theory and diagnostic methods.

Skill in engaging clients in efforts to resolve their own problems, and in gaining trust.

Skill in creating innovative solutions to clients' needs.

Ability to take full responsibility for protective services cases and act professionally on worker's own judgment.

Participate in unit staff meetings and to consider input from other staff members.

SOCIAL WORKER INVESTIGATIVE/ASSESSMENT & TREATMENT
In-Home Services & Foster Care

B. MINIMUM EDUCATION AND EXPERIENCE:

Master's degree from an accredited school of social work and one year of social work experience; or a Bachelor's degree from an accredited school of social work and two years of social work or counseling experience; or Master's degree in a counseling field and two years of social work or counseling experience; or a four-year degree in a human services field or related curriculum and three years of social work or counseling experience; or graduation from a four-year college or university and four years of experience in rehabilitation counseling, pastoral counseling or a related human service field providing experience in the techniques of casework, group work or community organization; or an equivalent combination of training and experience.

One year of work experience can be credited for completion of the social work collaborative.

DUTIES AND RESPONSIBILITIES:

- A. 1. The worker in this position provides services in the areas of adult protective services, in-home services, adult placement services, guardianship, and Special Assistance/In-Home. This worker also has shared responsibility for intake and call duty on a rotating basis.
1. The client caseload for this position consists primarily of elderly and/or disabled adults. These clients range in age from 18 and up, and have a wide range of problems and needs such as behavioral and developmental disabilities, weakened support systems, isolation and loneliness, inadequate medical care and monetary resources, lack of knowledge of available resources, and mental and physical illness.
3. Referrals are received from mental health agencies, public and private medical providers, law enforcement, the general public or are self-referrals.

B. 1. MAJOR ACTIVITIES:

*Adult Protective Services – 35% - Worker is responsible for accepting and investigating reports of disabled adults who are alleged to be in need of protective services from abuse, neglect, or exploitation. Worker is also responsible for treatment, case planning, and on-going case management for APS cases.

*Individual and Family Adjustment – 5% & Representative Payee – 2%- Offer assistance to individual and families to support attempts to restructure and solidify their environment. Also may act as representative payee for client's Social Security checks under this program.

*In-Home Services – 10% - Worker is responsible for assessing clients' needs for in-home services, coordinating services according to needs, authorizing provision of in-home services and assessing clients on a quarterly basis to assure that adequate and appropriate services are provided. Must work with other agencies to coordinate services and avoid duplication of services. Worker must also communicate with involved agencies and departments about the budget.

*Guardianship – 35% - Worker initiates or assists others with legal proceedings for guardianship cases. Also has responsibility for case management activities for clients for whom DSS is guardian.

Special Assistance/In-Home Case Manager – 4% - Service planning and coordinating for these SA clients who are appropriate and eligible for participation in this program. Responsible for maintaining records and documentation on that complies with program guidelines.

General Administration – 1% - Attend meetings, training, complete day sheets and other reports. Perform duties as assigned by the County Manager or his designees during a State of Emergency or other disasters. Perform other duties as requested by the Social Services Director.

Intake and After-Hours Call Duty – 5% - Worker shares responsibility with other services staff for intake and call duty.

Health Support – 2% - Assist families and individuals to recognize medical needs and limitations from these; coordinating care for treatment of medical needs.

*Adult Placement Services – 1% - Worker is responsible for locating and coordinating placements in long term care facilities and for providing on-going support to the adults and their families.

2. a. Adult Protective Services: This worker is responsible for responding to reports of alleged abuse, neglect, or exploitation. The worker evaluates the allegations to determine if the adult is disabled, if there is evidence of abuse, neglect or exploitation, and if the adult is in need of protective services. An assessment tool that addresses the six functional domains is used to guide the worker through this evaluation. The worker determines whether or not the case will be substantiated, and then develops and implements a client service plan according to the client's needs. The worker is responsible for monitoring the effectiveness of the client service plan and goals, and updating as needed. Worker is responsible for maintaining client's records and completing required paper work. Worker prepares petitions and reports if court intervention is necessary.
- b. In Home Services: The adult services worker is responsible, along with the other adult services social worker, for

SOCIAL WORKER III – Adult Services Unit

assessing clients who request in-home services, and for providing appropriate referrals. Worker uses the client assessment tool to evaluate strengths, weaknesses and needs of the client in the six functional domains. Based on need and budget constraints, the worker authorizes clients for the service, then develops a client service plan, an in home aide service plan, and cost sharing schedule for each client. Worker is responsible for assessing these plans and the clients on a quarterly basis. Worker is also responsible for communicating with the service provider and acting as liaison between clients, the service provider and the Albemarle Commission. Worker is responsible for providing monthly reports to the Albemarle Commission on the number of hours of service provided for the previous month and income policies and procedures, and work within the budget.

- c. Adult Placement Services: These are duties necessary to assist elderly and/or disabled adults and their families in finding substitute homes or residential health care facilities suitable to their needs when they are unable to remain in their current living situation. The worker guides and supports the adult and family through the placement process by assisting with necessary financial applications and medical evaluations; helping to locate and secure appropriate placement; supporting the adult and his family in the transition from one location to another; and providing counseling and other services to help the adult adjust to the new setting and to maintain the placement. The adult services worker is responsible for assuring that first mental health screens and FL-2 have received proper authorization, are completed correctly and are routed to appropriate agency or facility. The worker must coordinate with income maintenance staff regarding the eligibility of clients receiving placement services, and must assist the adult and family in following procedures to establish eligibility for income maintenance programs as needed to facilitate placement.
- d. Guardianship: Guardianship involves legal proceedings in which an adult is declared incompetent by the court, and another party is given responsibility for duties pertaining to the adult's personal affairs and/or property. The worker provides assistance upon request in determining if pursuing guardianship is appropriate and, if not, exploring other options that may be more appropriate. If guardianship is to be pursued, the worker will write a guardianship plan in consultation with family members, if possible, and other community agencies, prior to initiation of a petition for adjudication of incompetence and appointment of a guardian. This plan should include the person's mental and physical condition, recommended type of guardianship, scope of the guardian's authority, and the most appropriate person to serve as guardian. Worker prepares cases in consultation with the county attorney to present to the Clerk of Court for a ruling. In cases where DSS is not the petitioner, the worker may provide support to the petitioner such as providing the correct petition, educating about the duties and responsibilities of a guardian, and providing guidance about how to gather information that may be needed. The DSS attorney is not used in these situations.

Worker is responsible for routine management of guardianship cases of persons for whom DSS is guardian, such as making quarterly visits to wards, attending care plan meetings, communicating with the DSS Director concerning wards, preparing status reports for the Clerk of Superior Court, maintaining records on wards. The worker must stay current on medical issues, placement issues, and business issues, such as working to assure that wards remain eligible for Medicaid and that they have burial policies in place.

Refer to Family Services Manual, Volume V, Adult and Family Services, Chapter VIII, Guardianship.

- e. Individual and Family Adjustment & Representative Payee: Worker determines eligibility for clients and then is mandated to provide assistance to clients to enable them to recognize, understand, and cope with problems in many different areas; to assist client with identifying and utilizing community resources and support systems; and to assist clients with improving their functioning. Worker provides counseling, arranges for appropriate services as needed, and tends to some responsibilities when DSS is designated as payee for a client. Worker is responsible for maintaining records for these clients.
- f. Adult Home Specialist: This position will cross train on adult home specialist duties and provide back-up assistance to the primary adult home specialist worker. This position has the potential to carry the primary adult home specialist duties when caseload demands or departmental needs require such. When serving as back-up or primary, this position is responsible for recruitment, evaluation and supervision of licensed domiciliary homes in the county and monitoring the homes for compliance with rules, regulations and the state's minimum standards for domiciliary homes. The worker is responsible for adhering to policy standards, documentation and reporting.

SOCIAL WORKER III – Adult Services Unit

- g. Intake and Call Duty: This position shares responsibility on a rotating basis with the other social workers for intake and call duty. For intake, the worker accepts APS and CPS reports, responds to inquiries regarding other services and programs or requests for emergency assistance (rent, food, medicine, fuel) coming in via phone or office visit, and accepts and processes applications for AFDC-Emergency Assistance (conducting interviews, completing necessary paperwork to determine applicant's eligibility, and authorizing payments to alleviate emergencies). The worker also is required to be on call on a rotating basis to respond to calls to DSS during off hours.
 - i. Additional Responsibilities: Completing day sheets; attending training; maintaining manuals and keeping up to date on changed manual material; and infrequent CPS investigation if there is a tremendous influx of reports. Position will also perform duties as assigned by the County Manager or his designees during a state of emergency or other disaster. Will perform other duties as requested by the Social Services Director.
3. Work is performed independently with the opportunity to staff cases with the supervisor and/or other social workers. Legal advice is usually obtained through the county attorney, and other worker consults with physicians, mental health professionals, hospital/facility social workers, Sheriff's department, and other community agencies according to client's needs.
 4. This position carries a caseload of between 40 and 50 cases. Depending on the service being provided, cases can remain open from 3 months to more than a year.
 5. The worker in this position does not have direct responsibility for client's money, but may assist client with developing and implementing a budget.
 6. This position is responsible for representing the agency in court, through testimony, as necessary for adult protective services cases, guardianship cases or other cases with which worker has had contact.
 7. Instruction for performing the work is provided by the Social Work Supervisor III, consultants of the various programs and through training/seminars related to the job functions. The programs operate under the general statutes of North Carolina and the Division of Social Services guidelines, which are found in the services manuals.
 8. Work is reviewed on an ongoing basis by the Social Work Supervisor III and regional services representatives. Examples of problems or issues discussed with the supervisor are: protective services cases, creative means of meeting clients' needs, manual and legal issues, client requests for money, training opportunities.
- III. A. The worker is assigned to an office located in the Social Services building which provides more than adequate opportunity for private client/worker interaction, has built in security measures, and has ample space for conferences, visitations and meetings. The worker frequently must make home visits in isolated areas, in dilapidated and unsanitary housing, and may possibly face hostile individuals. The worker can request to be accompanied by another social worker or law enforcement if the worker feels they may be going into a hazardous situation.
- B. Machines, instruments, tools, equipment and materials used are as follows:
- personal computer; copy machine; calculator; video equipment; automobile; camera; fax machine; cellular phone
- C. Precision, exactness and accuracy is required when preparing reports, filling out forms, documenting information pertinent to cases, investigating or evaluating protective services cases, when evaluating the need to petition for adjudication of incompetence, evaluating for other services or to make referrals.
- D. Little physical effort is required. At times, boxes (of food, clothes, etc.) need to be lifted or carried, clients' belongings need to be moved, or clients may need minimal physical assistance. Physical stamina is required when caseload is heavy.

SOCIAL WORKER III – Adult Services Unit

- E. Close visual attention is required when writing and reviewing narratives, completing forms and reports, monitoring domiciliary homes (i.e. checking residents' medication charts or inspecting physical plant). Visual attention is required for varying lengths of time.
- F. Intense mental concentration is required when interviewing and assessing clients, when evaluating protective services cases, when deciding the disposition of a case, and when preparing for court, such as for guardianship and protective services cases.
- G. Care must be taken in adhering to the rules of confidentiality in order to safeguard the privacy of clients of all programs. Also when the worker transports clients the utmost care must be used.
- H. Office hours for this position are from 8:00 a.m. to 5:00 p.m. with an hour break for lunch. Occasional to moderate overtime is required based on caseload demands. There is no rotation of shifts. Position also requires after-hours/weekend/holiday call duty on a rotating basis each month. During the period of assigned on-call duty, the worker is expected to be available on a 24-hour basis. The worker must carry a cell phone during this period of duty. This position is required to attend 72 hours of pre-service training prior to being on-call.

IV. KNOWLEDGE, SKILLS, ABILITIES, EDUCATION AND EXPERIENCE REQUIREMENTS:

- A. Knowledge of social work principles and techniques and practices, and their application to specific work and community problems. Knowledge and understanding of skills needed to work with the adult population, including the elderly, those with mental illness, mental retardation and physical disabilities.

Knowledge of a wide range of community resources that can meet the needs of the varied populations that fall under adult services.

Ability to establish a rapport with clients, have good listening skills, and the ability to gather information from various sources to determine clients' needs and develop an effective service plan.

Must have creative problem-solving skills, be able to respond to emergency situations, and exercise good judgment that takes into consideration clients' needs, wants and safety.

Must have the ability to relate in a positive and appropriate way to adverse conditions, and to be able to diffuse potentially heated situations.

Must be empathetic to the problems and situations of elderly and disabled adults, and have a working knowledge of the aging process.

Must be able to comprehend and apply policy, law, and regulations.

Must have knowledge of basic counseling techniques.

Master's degree in social work from an accredited school of social work; Bachelor's degree in social work from an accredited school of social work and one year directly related experience; Master's degree in a human services field and one year of directly related experience; Bachelor's degree in a human services field from an accredited college or university and two years directly related experience; Bachelor's degree from an accredited college or university and three years of directly related experience

No license or certification is required other than a valid North Carolina drivers license.

Social Worker III CPS Unit

STATE OF NORTH CAROLINA

OFFICE OF STATE PERSONNEL

POSITION DESCRIPTION FORM (PD-102R-92)

APPROVED CLASSIFICATION: _____

EFFECTIVE DATE: _____

ANALYST: _____

(This Space for Personnel Dept. Use Only)

| | |
|---|--|
| 1. Present Classification Title of Position Social Worker III- CPS | 7. Pres. 15 Digit Pos. No. Prop. 15 Digit Pos. No. 153-40-155 |
| 2. Usual Working Title of Position Social Worker III- CPS | 8. Department, University, Commission, or Agency Dept. of Social Services |
| 3. Requested Classification of Position Social Worker III- CPS | 9. Institution & Division Division of Social Services |
| 4. Name of Immediate Supervisor Stephanie Wyche | 10. Section & Unit CPS Services Unit |
| 5. Supervisor's Pos. Title & Pos. Number Social Work Supervisor III – 153-40-502 | 11. Street Address, City and County 2793 Caratoke Hwy., Currituck, NC 27929 |
| 6. Name of Employee Alicia Owens | 12. Location of Workplace, Bldg. and Room No. Social Services Building |

IV. CERTIFICATION: Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor's Certification: I certify that (a) I am the Immediate Supervisor of this position; that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: _____

Title: _____

Date: _____

Employee's Certification: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: _____

Title: _____

Date: _____

Department Head or Authorized Representative's Certification: I certify that this is an authorized official position description of the subject position.

Signature: _____

Title: _____

Date: _____

Attachment: SW III CPS Unit Final Draft (Job Description Revisions-Variou

Social Worker Investigative/Assessment & Treatment CPS Unit

I. PRIMARY PURPOSE OF THIS POSITION:

The social worker in this position provides several services: Investigation and Assessment services; CPS In-Home Services, Foster Care and Adoption Services for both children and parents. This position also takes applications and determines eligibility for other services offered by the agency, such as Emergency Assistance, child care or other financial support services.

II. A. DUTIES AND RESPONSIBILITIES

1. **Investigative and Family Assessments (70%)** involve investigating reports of child abuse, neglect and dependency, as well as extensive client and collateral contacts. Work is accomplished substantially in the field. Exacting law and state standards must be followed in the provision of this involuntary service to families. This job duty exposes staff to hazardous environments and high-risk situations, such as domestic violence, entry into homes involving pest infestation, unsanitary living conditions or dilapidated homes. Requires extensive, detailed documentation of work. The documentation takes about 50% of the staff time to complete. This staff member is also responsible for obtaining the court orders and the physical removal of children in danger. This position requires the ability to maintain a high and intense activity level.

In Home Services (15%) for children and caretakers includes the development of family service case plans to alleviate problems identified during Child Protective Service investigation.

Foster Care & Adoption Services (10%) include case management responsibility. Foster Care services include locating suitable placements, immediate placement responsibilities, on-going supervision, coordinating services of community agencies, and often acting as liaison among the professional community, including courts, schools, health departments, etc. Also includes working with foster parents with regard to licensing/re-licensing and ongoing assistance, training, and supervision. Adoption services require the worker to recruit, study, and select adoptive homes for children cleared for placement. Applicant's assets and liabilities are evaluated in order to determine their capacity to become adoptive parents. This service includes independent adoptions, stepparent and relative adoptions, as well as interstate and inter-county adoptions. Adoption services can also be geared toward the child who has been cleared for and approved for adoption. In these instances, suitable adoptive families are located for such a child. Also includes Adoption Assistance.

Intake, After Hours On-Call, Emergency Assistance, and other Child Welfare services (5%) will be provided by this position as needed in conjunction with Foster Care Services, Adoption Services, and Intake Services. All staff perform general intake, determine eligibility for Emergency Assistance, and perform on-call duty on a rotating basis.

2. This worker counsels, supervises and provides services to children from birth to age 18. Family members may be of any age group, as may the members of a foster family or adoptive family.

Foster Care parents are usually of average intelligence and have a sincere desire to be of help. They are patient, caring people who will need good support to maintain foster care placements.

Adoption Services: Worker in this position must be capable of dealing with clients who exhibit a wide variety of characteristics. Among them may be emotional, environmental, behavioral, and socio-economic problems.

Clients receiving other services can also exhibit a wide variety of problems and characteristics such as emotional, environmental, behavioral problems, substance abuse, mental health and victims or perpetrators of domestic violence.

3. Referrals are usually received by telephone from other professionals, such as medical providers, school personnel, law enforcement, court systems, or other human service personnel. Referrals are also received from concerned citizens, neighbors, relatives, and sometimes from parents or the victim himself. Referrals may also come from other social work staff and the Services Supervisor.

Social Worker Investigative/Assessment & Treatment CPS Unit

B. MAJOR ACTIVITIES AND RESPONSIBILITIES:

Intake Services – This duty is assigned on a rotating basis to all social workers. Includes receiving referrals, making collateral contacts, checking records, opening cases, and documentation. Also includes processing of Emergency Assistance applications, and after hours on-call duty.

Investigative and Family Assessments-- This service includes conducting activities necessary to determine whether or not allegations of abuse, neglect, or dependency are true, and to evaluate the safety of the child in the home. Giving information, instruction, guidance, and mentoring regarding parenting skills; ongoing determination of the need for placement; referrals to other service providers and evaluation of services provided; and gathering information for case plans. Completion of the investigative assessment includes the use of a shared decision making process to make a case decision, as well as case closure activities.

This social worker is responsible for protecting children from further maltreatment. This worker is responsible for exercising considerable professional judgment in the provision of their routine duties. In so doing, the worker must gather sufficient information to assess the allegations of abuse, neglect or dependency. This is achieved by conducting interviews, observations, reviewing reports, medical records, photographs, or other similar information. This information is utilized to determine if child maltreatment occurred, assess the risk of future maltreatment, application of appropriate interventions, and referrals to services.

This position is responsible for conducting initial and on-going face-to-face interviews and contacts with children and their families as well as home visits, school visits, and contacts in other community settings, in accordance with state policy. Assessments/investigations include working with parents, caretakers, children, non-offending parties and alleged perpetrators.

This worker is responsible for addressing child safety, the caretaker's capacity to safely care for the children, and the child's living environment. This worker completes a formal Safety Assessment for each case; and determines the need to utilize temporary safety providers when conditions warrant such.

Each case is required to have a two level review between the social worker and a supervisor. The social worker in this position is required to staff each case with the supervisor on a frequent basis in accordance with state policy.

Foster Care and Adoption services – This position provides placement services for children who have been taken into custody due to the termination of parental rights, abuse or neglect situations, voluntary placement by parents, abandonment, or release for adoption. This service involves locating placements, conducting home studies for interstate placements, making applications to group homes or other alternative placements, monitoring, providing for visitation between family members, assisting youth from ages 16 - 21 with all phases of training for independent living in preparation for the transition out of substitute care and into the community, management of the transition itself to follow up after the transition is accomplished, participation in regularly scheduled court appearances, and coordination with foster parents, mental health workers, and other professionals. It also requires mandatory review team meetings, which are scheduled regularly and prepared for by the worker. Adoption Services include the recruitment, study, and selection of adoptive homes. This involves home studies and evaluations of families to determine potential placements. This Social Worker, in some ways, serves as a substitute parent for the foster children in his or her caseload. All major decisions regarding children in custody are made by this worker, with supervision. Strict and extensive case record keeping is required for all children services cases. Detailed descriptions of contacts with child(ren), family and other professionals must be maintained.

This service includes placement responsibilities. For children that have to be removed from their homes and placed in emergency foster care in order to assure their safety and wellbeing,. This almost always involves obtaining petitions, locating a placement, consulting with the supervisor, and satisfying legal, physical and emotional needs of everyone involved. This has to be done in a very short period of time, and requires worker to be able to function effectively under stress, and make precise, independent decisions. Direct responsibility for foster care and adoption includes planning, organizing, and monitoring placements, coordinating services of community agencies for clients, and developing effective community relationships. The worker also acts as liaison among the professional community, including courts, guardians ad litem, schools, etc. Teaching disciplining techniques and dealing with mal-adaptive behavior, and sometimes physical disabilities, is often worker's responsibility in helping foster parents to deal with children. Performs social casework and other diagnostic and treatment services to prepare a child and prospective parents for placement, to support and maintain the placement and to facilitate legal consummation of the adoption, including supervision and reports to the court. Position provides services to facilitate interstate and inter-county adoptions in compliance with the Interstate Compact on Placement of Children. Position will also counsel adoptive parents in general parenting skills and disciplinary techniques. Position

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will attend training sessions in order to keep current with changes and developments in the law or DSS policy.

LINKS Services This service provides access to special funding to meet special educational, emotional needs for children who are 13-21 years of age.

Interstate Foster Care Services for Children This service includes receiving requests from other jurisdictions or other states to conduct home studies, usually for the purpose of placing a child into our jurisdiction, who is in the custody of another jurisdiction. The home study involves going to the home, talking with the individuals involved in the possible placement, such as parents or other relatives, and assessing the situation to see that it is an appropriate environment for the child in question. This includes assessing the emotional, mental, medical, educational, and social functioning of the family in question. Reports and recommendations are sent through the appropriate Interstate channels. If the placement is approved, then this worker will provide supervision of the placement and periodic reports as requested through the Interstate Compact. This includes evaluation of homes in NC for the placement of children from other states who are in DSS custody. Procedures are dictated by the Interstate Compact on the Placement of Children. If placement is approved, worker provides monthly supervision and quarterly updates to the sending county.

Adoption Services This services involves social casework and other diagnostic and treatment services to prepare the child and prospective parents for placement; casework services to the child and adoptive parents to support and maintain the supervision and reports to the court; casework counseling and court related services in independent placements and in adoptions by stepparents and relatives as required by statute; and casework services to facilitate interstate and inter-country adoptions including those activities required to bring such interstate planning and placements into compliance with the interstate compact on the placement of children; and the provision of post-adoption services including, but not limited to, casework services designed to support the achievement of long range adjustment between the child and members of the adoptive family and to assist the adoptee to gain understanding of his biological heritage to the extent allowed by law. At its option, the county may provide payment of costs incidental to pre-placement and placement visits as a resource to facilitate the provision of adoption services, and payment of the cost of legal services to facilitate legal adoption of a child.

In Home Services – Involves developing family service case plans to alleviate problems identified during the substantiated child protective services investigation. On-going case management duties and collateral contacts.

This service is provided after there has been a substantiation of child abuse, neglect, and/or dependency and removal of the child is a reasonable possibility in the absence of such services. Worker must monitor, expand and update the Family Services Case Plan to address identified areas of need; provide routine case supervisory activities; maintain contact with the family and others significant to the case; work with the parents on the status of the case and case goals; give information, instruction, guidance and mentor regarding parenting skills; refer to monitoring of service as appropriate, including referrals to DSS-provided clinical treatment; provide ongoing determination of appropriateness of need for out-of-home placement; ensure that foster care placements across state lines are in compliance with interstate compact laws; document Case Planning and Case Management activities.

General Administration – This includes staff meetings, completing day sheets, monthly reports, training workshops provided by the State, public speaking engagements, time spent waiting in court, time spent waiting for clients in medical appointments or therapy appointments, annual leave time, etc. The number of contacts, legal and documentation requirements, and risk assessment tools are strictly detailed in the Children Services Standards for Service Delivery. These standards, which are extensive, must be adhered to in all Children Services cases. This documentation generally requires about 50% of the worker's time.

Other Activities - This worker is responsible for regularly scheduled after hours on-call duty on a 24-hour basis including holidays and weekends, for coverage, on a rotating basis with other social workers in the agency. May be required to participate in other programs the agency may administer, such as (a) Smart Start, (b) Operation Santa Claus, (c) Parenting Classes for parents of foster children, (d) will perform other duties as required.

Position will also perform duties as assigned by the County Manager or his designees during a State of Emergency or other disaster. Will also perform other duties as requested by Social Services Director.

All staff performs intake, determine eligibility for Emergency Assistance, and perform on-call duty on a rotating basis each month. During the period of assigned on-call duty, the worker is expected to be available 24 hours a day.

The team approach is used in several areas in this agency. The social worker in this position is a member of the foster care

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permanency planning review team. As case manager for foster care cases, the worker periodically presents cases for review by the team, which consists of agency personnel, mental health professionals, guardian ad litem, school personnel, and foster parents. The team approach is also used in approval and disapproval of adoptive applicants and in the placing of children in adoptive homes.

This position may have the responsibility of being substitute payee for certain recipients of public assistance, to assure that the monthly payment is used to meet the needs of the family. This position will have responsibility for submitting bills, applying for Social Security or SSI for foster children and the worker must maintain complete and accurate records when the agency is guardian or payee, for accountability purposes.

Responsibilities in court matters include preparing for and attending court hearings, testimony, preparing reports relative to history and treatment for scheduled reviews, and testifying to conditions, progress made, and custody recommendations. Worker will become a member of multi-disciplinary team. This position will be responsible for getting court reviews into court in a timely manner. This means that our agency attorney will need to be contacted well in advance of the court date, so that it can be scheduled in a timely manner. The worker will be responsible for contacting and preparing witnesses, as well as letting the attorney know what witnesses need to be subpoenaed. Worker is also to prepare court reports, make contact with the guardian ad litem, attend court, and testify at hearings.

Work is performed independently with supervision through individual supervision conferences as well as group supervision. Legal advice is sought from agency attorney. Mandatory training is provided. This position requires 72 hours of Pre-Service training and approximately 10 additional days of training within the first year. Every year thereafter and additional 24 hours of training is required.

The Services Program operates under the General Statutes of North Carolina with procedures specified in the Child Welfare Services Manual.

Contact may be made with public agencies, private agencies, churches, law enforcement, clubs and organizations, health professionals, and general public.

Work is reviewed by Services Supervisor and regional services representative on an ongoing basis. Judicial reviews enforce self-review and evaluation.

CONSEQUENCE OF ERROR: paybacks by the county to state and/or federal government if services are coded incorrectly. Harm may come to children and families if children are returned prematurely to their parents. This position affects the life of all children that enter the foster care system and drastically changes the whole dynamic of families due to DSS and court intervention. Worker decides when to recommend the return of children to their family of origin or to relatives. Also decides when to proceed with termination of parental rights and consequently adoption of the child involved. These are dramatic, life changing events in the life of a child. Ultimately, the courts make this decision, but worker's recommendation carry a heavy weight in court proceedings.

III. OTHER WORK CHARACTERISTICS

- A. The Social Services Building is located in a rural area, and is housed in a building which has adequate space for all work activities. All furnishings and equipment are in excellent condition.
- B. Worker utilizes cell phone, camera, copy machine, dictation equipment, calculator, personal computer/terminal, printer, fax machine, and county vehicle.
- C. Exactness and accuracy are essential when performing administrative duties. These include calculating eligibility determinations, amounts to be paid to vendors and to foster parents and to group homes. Worker must also complete day sheets accurately. These require a service code, an ID number, and number of minutes spent on the given service. This information has financial significance and errors may be costly.
- D. Physical effort is needed on occasion, when placing or moving children in foster care. Position sometimes has to transport the children and all their personal belongings, which might include stereos, toys, and sports equipment as well as the child's clothing.
- E. Close visual attention is required in entering figures onto day sheets and other data entry forms. It is also required to observe body language and non-verbal communication during the monitoring and counseling process. Worker must be alert

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both physically and mentally in order to make an appropriate assessment of the family dynamics.

- F. Intense mental concentration is required in preparing safety plans, Juvenile Petitions, home studies, adoption summaries, lessons for training foster parents, etc.
- G. The worker is required in some instances to safeguard other persons. This is especially true when it is necessary to remove children from their homes in order to prevent the re-occurrence of physical abuse or extreme neglect, which could be physically harmful. The worker is often faced with dealing with irate clients, and at times may have to request assistance from law enforcement personnel to perform these duties. It is also essential to see that anyone in the worker's car uses seat belts and those children are placed in safety seats.
- H. Office hours are from 8:00 to 5:00, with an hour break for lunch. Occasional to moderate overtime is required based on caseload demands. There is no rotation of shifts. Position also requires after-hours and weekend call duty on a rotating basis each month. During the period of assigned on-call duty, the worker is expected to be available on a 24-hour basis. After hours and weekend calls are handled through the Sheriff's Department and the worker must carry a cell phone during this period of duty.
- J. Staff is required to have 24 hours of related training per year. Also, certain pre-service training is required.

IV. A. KNOWLEDGE, SKILLS, ABILITIES, EDUCATION, & EXPERIENCE REQUIREMENTS

The worker must have the following:

Considerable knowledge of social work principles, techniques, and practices, and their application to specific case work and community problems.

Considerable knowledge of governmental and private organizations and community resources.

Considerable knowledge of North Carolina laws, regulations, and Social Services policies, which govern the program.

Considerable knowledge of behavioral and socio-economic problems and their treatment.

Knowledge of the methods and principles of casework.

Ability to establish and maintain effective working relationships with supervisors, administrative superiors, members of caseload and their families, and civic, medical, social and religious organizations. Clients will be from varying socio-economic and ethnic backgrounds.

Ability to express ideas clearly and concisely, and to plan and execute work effectively.

Ability to relate in a positive or appropriate relationship under adverse conditions.

Ability to recognize primary behavioral dysfunction of individuals and groups.

Ability to make a basic social assessment and service plan.

Ability to conduct a comprehensive social study or treatment plan within protective services.

Skill in listening to others with understanding and purpose.

Skill in soliciting information and assembling relevant facts.

Skill in observing and interpreting verbal and non-verbal behavior, and in using knowledge of personality theory and diagnostic methods.

Skill in engaging clients in efforts to resolve their own problems, and in gaining trust.

Skill in creating innovative solutions to clients' needs.

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Ability to take full responsibility for protective services cases and act professionally on worker's own judgment.

Participate in unit staff meetings and to consider input from other staff members.

B. MINIMUM EDUCATION AND EXPERIENCE:

Master's degree from an accredited school of social work and one year of social work experience; or a Bachelor's degree from an accredited school of social work and two years of social work or counseling experience; or Master's degree in a counseling field and two years of social work or counseling experience; or a four-year degree in a human services field or related curriculum and three years of social work or counseling experience; or graduation from a four-year college or university and four years of experience in rehabilitation counseling, pastoral counseling or a related human service field providing experience in the techniques of casework, group work or community organization; or an equivalent combination of training and experience.

Social Worker III Foster Care/Adoptions/CPS In-Home Services

I. PRIMARY PURPOSE OF THIS POSITION:

The primary purpose of this position is to provide Foster Care services for both children and their families; Investigative Assessment services; Intake services, Individual and Family Adjustment services, Interstate Placement services, CPS In-Home Services, Adoption Services, LINKS services, and Family Planning services. This position also takes applications and determines eligibility for other services offered by the agency, such as Health Support, and Emergency Assistance services.

II. DUTIES AND RESPONSIBILITIES

- A. 1. **Foster Care Services (55%)** are often provided initially by the Child Protective Services Investigator. The Child Protective Services Investigator or In-Home Services worker will transfer the case to this position after substantiation and entering into the foster care system. Foster Care services include locating suitable placements, immediate placement responsibilities, on-going supervision, coordinating services of community agencies, and often acting as liaison among the professional community, including courts, schools, health departments, etc. Also includes working with foster parents with regard to licensing/re-licensing and ongoing assistance, training, and supervision.

Adoption Services (7%) are social casework and other diagnostic and treatment services to prepare the child and prospective parents for placement; casework services to the child and adoptive parents to support and maintain the supervision and reports to the court; casework counseling and court related services in independent placements and in adoptions by stepparents and relatives as required by statute; and casework services to facilitate interstate and inter-country adoptions including those activities required to bring such interstate planning and placements into compliance with the interstate compact on the placement of children; and the provision of post-adoption services including, but not limited to, casework services designed to support the achievement of long range adjustment between the child and members of the adoptive family and to assist the adoptee to gain understanding of his biological heritage to the extent allowed by law. At its option, the county may provide payment of costs incidental to pre-placement and placement visits as a resource to facilitate the provision of adoption services, and payment of the cost of legal services to facilitate legal adoption of a child.

Investigative Assessments (5%) involve investigating reports of child abuse, neglect and dependency, as well as extensive client and collateral contacts. Work is accomplished substantially in the field. Exacting law and state standards must be followed in the provision of this involuntary service to families. This job duty exposes staff to hazardous environments and high-risk situations, such as domestic violence, entry into homes involving pest infestation, unsanitary living conditions or dilapidated homes. Requires extensive, detailed documentation of work. The documentation takes about 50% of the staff time to complete. This staff member is also responsible for obtaining the court orders and the physical removal of children in danger. This position requires the ability to maintain a high and intense activity level

Individual & Family Adjustment Services, Health Support, Emergency Assistance, Interstate Placement Services (2%) and other services will be provided by this position as needed in conjunction with Foster Care Services, Adoption Services, and Intake Services. IFA Services usually involves counseling to enable the client to recognize and cope with problems and conflicts with regard to home management, family life, consumer affairs, alcoholism, drug abuse, mental and emotional disorders, school related problems, etc. Health support is provided by means of physical and emotional evaluations.

Intake/On call duty (5%) All staff performs intake, determine eligibility for Emergency Assistance, and perform on-call duty on a rotating basis.

CPS In-Home Services (20%) This service is provided after there has been a substantiation of child abuse, neglect, and/or dependency and removal of the child is a reasonable possibility in the absence of such services. Worker must monitor, expand and update the Family Services Case Plan to address identified areas of need; provide routine case supervisory activity; maintain contact with the family and others significant to the case; work with the parents on the status of the case and case goals; give information, instruction,

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guidance and mentor regarding parenting skills; refer to monitoring of service as appropriate, including referrals to clinical treatment; provide ongoing determination of appropriateness of need for out-of-home placement; ensure that foster care placements across state lines are in compliance with interstate compact laws; make monthly home visits to approved placements. Document all activities and provide quarterly reports to the sending state to update status of child (ren).

Interstate/Foster Care Services for Children (5%) This includes evaluation of homes in NC for the placement of children from other states who are in DSS custody. Procedures are dictated by the Interstate Compact on the Placement of Children. If placement is approved, worker provides monthly supervision and quarterly updates to the sending county.

LINKS Services (1%)-provide access to special funding to meet special needs for children who are 13-21 years of age educationally, emotionally

2. This worker counsels, supervises and provides services to children from birth to age 18. Family members may be of any age group, as may the members of a foster family or adoptive family.

Foster Care parents are usually of average intelligence and have a sincere desire to be of help. They are patient, caring people, with minimum needs.

Clients receiving other services can also exhibit a wide variety of problems and characteristics such as emotional, environmental and behavioral problems

3. Referrals are usually received by telephone from other professionals, such as medical providers, school personnel, law enforcement, court systems, or other human service personnel. Referrals are also received from concerned citizens, neighbors, relatives, and sometimes from parents or the victim himself. Referrals may also come from other social work staff and the Services Supervisor.

B. MAJOR ACTIVITIES AND RESPONSIBILITIES:

1. **Intake Services** – This duty is assigned on a rotating basis to all social workers. Includes receiving referrals, making collateral contacts, checking records, opening cases and documentation. Also includes processing of Emergency Assistance applications, and after hours on-call duty.

Foster Care Services for Children - This position provides placement services for children who have been taken into custody due to the termination of parental rights, abuse or neglect situations, voluntary placement by parents, abandonment, or release for adoption. This service involves locating placements, conducting home studies for interstate placements, making applications to group homes or other alternative placements, monitoring, providing for visitation between family members, assisting youth from ages 16 - 21 with all phases of training for independent living in preparation for the transition out of substitute care and into the community, management of the transition itself to follow up after the transition is accomplished, participation in regularly scheduled court appearances, and coordination with foster parents, mental health workers, and other professionals. It also requires mandatory review team meetings, which are scheduled regularly and prepared for by the worker. This position provides counseling and treatment services to the child and the child's family or foster family, to remedy personal problems, behavioral problems or home conditions. This includes any counseling to facilitate the child's psycho-social adjustment and to assist the parents or other responsible relatives and caretakers to improve conditions precipitating the need for placement, and to enable the child to return to his own home. This position provides counseling and treatment services as necessary to achieve placement of a child in the home of other relatives, in an adoptive home, or continued foster care. Also this position provides preventive services to the child and his family in an effort to prevent foster care placement and maintain the child outside the substitute care system. These services include diagnostic study and evaluation; medical examinations when not otherwise available; facilitating services for appropriate planning and the provision of appropriate foster care services for the child and family. Preparing court reports and testifying in court; consulting with DSS attorney. Documentation detailing every phone call, home visit, office visit, visitation with parents, professional appointments (such as doctor and therapist appointments), and collaterals. Responding to e-mail, voice mail, office phone and agency cell phone. There is

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repetition and duplication of documentation due to the great number of forms required for foster care cases. Attend meetings with attorney before court to discuss strategies for advocating DSS position in court. Provide witness list. Before court, numerous consultations with DSS attorney as well as guardian ad litem (GAL), GAL attorney, and parents' attorney, Social worker is cross-examined by at least 3 attorneys (GAL attorney and 2 parent attorneys) in what is often a contentious, adversarial and stressful position.

Extensive travel and overnight travel is required for home visits, court appearances for children involved with juvenile court, treatment team meetings, meeting with teachers and other school personnel. Not unusual for this to take 1 to 2 days of travel; for example, if a child is placed in Asheville, Charlotte, etc. Many specialized services are located in the western part of the state.

Foster home licensing: Recruits potential foster parents through community outreach in schools, churches, etc. and conducts mandatory foster parent training classes. Uses Model Approach to Partnership in Parenting curriculum as required by the state. After the training, licenses foster parents according to NC DSS guidelines. Provides for or arranges for 20 hours of in-service training per licensure period. Provides quarterly supervision for foster parents and responds to on-going foster parent needs. Relicenses foster parents every 2 years. Arranges for contracted services to help with licensing duties.

Investigative Assessments involve investigating reports of child abuse, neglect and dependency, as well as extensive client and collateral contacts. Work is accomplished substantially in the field. Exacting law and state standards must be followed in the provision of this involuntary service to families. This job duty exposes staff to hazardous environments and high-risk situations, such as domestic violence, entry into homes involving pest infestation, unsanitary living conditions or dilapidated homes. Requires extensive, detailed documentation of work. The documentation takes about 50% of the staff time to complete. This staff member is also responsible for obtaining the court orders and the physical removal of children in danger. This position requires the ability to maintain a high and intense activity level.

Health Support/Family Planning - The function is to determine the eligibility and the need for the service. Assessment of the need is based on consultation with the client, who provides basic eligibility criteria. The provision of printed material, counseling concerning family planning and utilization of educational and medical services in the community are part of the services rendered. The social worker works in close conjunction with medical providers to assure the prompt, efficient delivery of the services. The worker also authorizes reimbursement to providers as set forth in the manuals.

Interstate/Foster Care Services to Children - This service includes receiving requests from other jurisdictions or other states to conduct home studies, usually for the purpose of placing a child into our jurisdiction, who is in the custody of another jurisdiction. The home study involves going to the home, talking with the individuals involved in the possible placement, such as parents or other relatives, and assessing the situation to see that it is an appropriate environment for the child in question. This includes assessing the emotional, mental, medical, educational, and social functioning of the family in question. Reports and recommendations are sent through the appropriate Interstate channels. If the placement is approved, then this worker will provide supervision of the placement and periodic reports as requested through the Interstate Compact.

Other Activities - This worker is responsible for regularly scheduled on-call duty on a 24-hour basis including holidays and weekends, for coverage, on a rotating basis with other workers in the agency. May be required to participate in other programs the agency may administer, such as (a) Smart Start, (b) Operation Santa Claus, (c) Parenting Classes for parents of foster children, (d) will perform other duties as required.

General Administration – This includes staff meetings, completing day sheets, monthly reports, training workshops provided by the State, public speaking engagements, time spent waiting in court, time spent waiting for clients in medical appointments or therapy appointments, annual leave time, etc. The number of contacts, legal and documentation requirements, and risk assessment tools are strictly detailed in the Children Services Standards for Service Delivery. These standards, which are extensive, must be adhered to in all Children Services cases. This documentation generally requires about 50% of the worker's time, but is actually coded to direct services, such as foster care. This position is responsible for keeping up with billing

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for monthly foster care payments, clothing allowance, transportation expenses, vendor payments, special needs payments, and professional fees.

Position will also perform duties as assigned by the County Manager or his designees during a State of Emergency or other disaster. Will also perform other duties as requested by the Social Services Director.

B. MAJOR ACTIVITIES AND RESPONSIBILITIES:

1. **Intake Services-** This duty is assigned on a rotating basis to all social workers. Includes receiving referrals, making collateral contacts, checking records, opening cases, and documentation. Also includes processing of Emergency Assistance applications, and after hours call duty. Assess crisis situations for referrals to outside agencies for assistance.
2. **Foster Care & Adoption:** This service includes placement responsibilities. Often children have to be removed from their homes and placed in emergency foster care in order to assure their safety and wellbeing. This almost always involves obtaining petitions, locating a placement, consulting with the supervisor, and satisfying legal, physical and emotional needs of everyone involved. This has to be done in a very short period of time, and requires worker to be able to function effectively under stress, and make precise, independent decisions. Direct responsibility for foster care and adoption includes planning, organizing, and monitoring placements, coordinating services of community agencies for clients, and developing effective community relationships. Preparing for court includes testifying and preparing court reports. Diligent efforts have to be made to contact all parents and relatives. The worker also acts as liaison among the professional community, including courts, guardians ad litem, schools, etc. Teaching disciplining techniques and dealing with mal-adaptive behavior, and sometimes physical disabilities, is often worker's responsibility in helping foster parents to deal with children. Performs social casework and other diagnostic and treatment services to prepare a child and prospective parents for placement, to support and maintain the placement and to facilitate legal consummation of the adoption, including supervision and reports to the court. Position provides services to facilitate interstate and inter-county adoptions in compliance with the Interstate Compact on Placement of Children. Position will also counsel adoptive parents in general parenting skills and disciplinary techniques. Position will attend training sessions in order to keep current on changes and developments in the law or DSS policy.
3. **Investigative Assessment:** This service includes the following. Conducting those activities necessary to determine whether or not allegations of abuse, neglect, or dependency are true, and to evaluate the safety of the child in the home. Giving information, instruction, guidance, and mentoring regarding parenting skills; ongoing determination of the need for placement; referrals to other service providers and evaluation of services provided; and gathering information for case plans. Completion of the investigative assessment includes the use of a shared decision making process to make a case decision, as well as case closure activities.
4. **Individual & Family Adjustment Services, Transportation, Health Support, Emergency Assistance, Intake and other services as needed:** These services will be provided by this position as needed in conjunction with Foster Care Services, Adoption Services, and Intake Services. IFA Services usually involves counseling to enable the client to recognize and cope with problems and conflicts with regard to home management, family life, consumer affairs, alcoholism, drug abuse, mental and emotional disorders, school related problems, etc. Transportation is usually in conjunction with health support, visitation, and meeting educational needs. Health support is provided by means of physical and emotional evaluations. All staff performs intake, determine eligibility for Emergency Assistance, and perform on-call duty on a rotating basis.
5. **CPS In-Home Services:** This service is provided after there has been a substantiation of child abuse, neglect, and/or dependency and removal of the child is a reasonable possibility in the absence of such services. Worker must monitor, expand and update the Family Services Case Plan to address identified areas of need; provide routine case supervisory activities; maintain contact with the family and others significant to the case; work with the parents on the status of the case and case goals; give information, instruction, guidance and mentor regarding parenting skills; refer to monitoring of service as appropriate, including referrals to DSS-

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provided clinical treatment; provide ongoing determination of appropriateness of need for out-of-home placement; ensure that foster care placements across state lines are in compliance with interstate compact laws; document In-Home Services activities. This position is also responsible for filing juvenile petitions for the purposes of seeking guidance from the court when sufficient progress has not been made to eliminate the threat of safety to the child during the provision of CPS In-Home services.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster. Also perform other duties as requested by the Social Services Director.

6. The team approach is used in several areas in this agency. Social worker in this position is a member of the foster care review team. As case manager for foster care cases, the worker periodically presents cases for review by the team, which consists of agency personnel, mental health professionals, guardians ad litem, school personnel, and foster parents. The team approach is also used in approval and disapproval of adoptive applicants and in the placing of children in adoptive homes.
8. This position has the responsibility of being substitute payee for certain recipients of public assistance, to assure that the monthly payment is used to meet the needs of the family. This position will have responsibility for submitting bills, applying for Social Security or SSI for foster children and the worker must maintain complete and accurate records when the agency is guardian or payee, for accountability purposes.
9. Responsibilities in court matters include preparing for and attending court hearings, preparing reports relative to history and treatment for scheduled reviews, and testifying to conditions, progress made, and custody recommendations. Worker will become a member of multi-disciplinary team. This position will be responsible for getting court reviews into court in a timely manner. This means that our agency attorney will need to be contacted well in advance of the court date, so that it can be scheduled in a timely manner. The worker will be responsible for contacting and preparing witnesses, as well as letting the attorney know what witnesses need to be subpoenaed. Worker is also to prepare court reports, make contact with the guardian ad litem, attend court, and testify at hearings. Must review court orders for accuracy.

The worker is required to follow state policy issued by the Department of Health and Human as well as the Social Services and Related Laws and Statutes book, which is compiled laws for easy reference. Other reference materials include the Services Information System manual to assist in coding client information for data entry. The Worker Safety Policy is reviewed and adhered to as well.

Work is performed independently with regular supervision through individual and group supervision conferences with the supervisor on an as-needed basis. Particularly difficult cases are staffed with the supervisor and entire foster care staff. (sometimes the entire children's services staff). Legal advice is sought from agency attorney. Mandatory training is provided. This position requires 72 hours of Pre-Service training and approximately 10 additional days of training within the first year. Every year thereafter and additional 24 hours of training is required.

The Services Program operates under the General Statutes of North Carolina with procedures specified in the Child Welfare Services Manual.

Contact may be made with public agencies, private agencies, churches, law enforcement, clubs and organizations, health professionals, and general public.

Work is reviewed by Services Supervisor and regional services representative on an ongoing basis. Judicial reviews enforce self-review and evaluation.

10. CONSEQUENCE OF ERROR: paybacks by the county to state and/or federal government if services are coded incorrectly. Harm may come to children and families if children are returned prematurely to their parents. This position affects the life of all children that enter the foster care system and drastically changes the whole dynamic of families due to DSS and court intervention. Worker decides when to recommend the return of children to their family of origin or to relatives. Also decides when to proceed with termination of parental rights and consequently adoption of the child involved. These are dramatic, life changing events in

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the life of a child. Ultimately, the courts make this decision, but worker's recommendation carry a heavy weight in court proceedings.

III. OTHER WORK CHARACTERISTICS

- A. The Social Services Building is located in a rural area, and is housed in a building which has adequate space for all work activities. All furnishings and equipment are in excellent condition.
- B. Worker utilizes copy machine, dictation equipment, calculator, tape recorder, video equipment, personal computer/terminal, printer, fax machine, telephone, instamatic camera, VCR, video camera, and county vehicle.
- C. Exactness and accuracy are essential when performing administrative duties. These include calculating amounts to be paid to vendors and to foster parents and to group homes. Worker must also complete day sheets accurately. These require a service code, an ID number, and number of minutes spent on the given service. This information has financial significance and errors may be costly. Worker must account for 480 minutes per day and is tasked with choosing the correct program for reimbursement for state and federal funds.
- D. Physical effort is needed on occasion, when placing or moving children in foster care. Position sometimes has to transport the children and all their personal belongings, which might include stereos, toys, and sports equipment as well as the child's clothing.
- E. Close visual attention is required in copying figures onto day sheets and other data entry forms. It is also required to observe body language and non-verbal communication during the monitoring and counseling process. Worker must be alert both physically and mentally in order to make an appropriate assessment of the family dynamics.
- F. Intense mental concentration is required in preparing adoption summaries, home studies, lessons for training foster parents, etc. Court reports are lengthy and require particularly intense mental concentration and must be totally accurate as they are submitted as evidence in the disposition phase of court hearings.
- G. The worker is required in some instances to safeguard other persons. This is especially true when it is necessary to remove children from their homes in order to prevent the re-occurrence of physical abuse or extreme neglect, which could be physically harmful. The worker is often faced with dealing with irate clients, and at times may have to request assistance from law enforcement personnel to perform these duties. It is also essential to see that anyone in the worker's care uses seat belts and those children are placed in safety seats.
- H. Office hours are from 8:00am to 5:00pm, with an hour break for lunch. Occasional to moderate overtime is required based on caseload demands. There is no rotation of shifts. Position also requires after-hours and weekend call duty on a rotating basis each month. During the period of assigned on-call duty, the worker is expected to be available on a 24-hour basis. After hours and weekend calls are handled through the Sheriff's Department and the worker must carry a cell phone during this period of duty.
- I. Staff is required to have pre-service training and 24 hours of related training per year.

IV. A. KNOWLEDGE, SKILLS, ABILITIES, EDUCATION, & EXPERIENCE REQUIREMENTS

The worker must have the following:

Considerable knowledge of social work principles, techniques, and practices, and their application to specific case work and community problems.

Considerable knowledge of governmental and private organizations and community resources.

Social Worker III Foster Care/Adoptions/CPS In-Home Services

Considerable knowledge of North Carolina laws, regulations, and Social Services policies, which govern the program.

Considerable knowledge of behavioral and socio-economic problems and their treatment.

Knowledge of the methods and principles of casework.

Ability to establish and maintain effective working relationships with supervisors, administrative superiors, members of caseload and their families, and civic, medical, social and religious organizations. Clients will be from varying socio-economic and ethnic backgrounds.

Ability to express ideas clearly and concisely, and to plan and execute work effectively.

Ability to relate in a positive or appropriate relationship under adverse conditions.

Ability to recognize primary behavioral dysfunction of individuals and groups.

Ability to make a basic social assessment and service plan.

Ability to conduct a comprehensive social study or treatment plan within protective services.

Skill in listening to others with understanding and purpose.

Skill in soliciting information and assembling relevant facts.

Skill in observing and interpreting verbal and non-verbal behavior, and in using knowledge of personality theory and diagnostic methods.

Skill in engaging clients in efforts to resolve their own problems, and in gaining trust.

Skill in creating innovative solutions to clients' needs.

Ability to take full responsibility for protective services cases and act professionally on worker's own judgment.

Participate in unit staff meetings and to consider input from other staff members.

B. MINIMUM EDUCATION AND EXPERIENCE:

Master's degree from an accredited school of social work and one year of social work experience; or a Bachelor's degree from an accredited school of social work and two years of social work or counseling experience; or Master's degree in a counseling field and two years of social work or counseling experience; or a four-year degree in a human services field or related curriculum and three years of social work or counseling experience; or graduation from a four-year college or university and four years of experience in rehabilitation counseling, pastoral counseling or a related human service field providing experience in the techniques of casework, group work or community organization; or an equivalent combination of training and experience.

- I. This position is responsible for providing supervision and leadership to the adult services unit. The social workers in the unit are responsible for adult protective services report evaluation, intake, guardianship, adult care home investigations, representative payee actions, special assistance in-home services, childcare subsidy, and work first programing.

II. A. OPERATIONAL RESPONSIBILITIES:

Percentage of time: 80%

This position is responsible for screening reports of adult abuse, neglect and/or exploitation according to policy standards and law. The supervisor provides constant assistance to social workers in making safety decisions regarding vulnerable adults. The position is responsible for supervising adult protective services evaluations and must make determinations about invoking the jurisdiction of the courts when adults cannot be maintained safely in their homes. In those situations, the position is responsible for filing legal petitions and seeking guardianship of adults. The position regularly utilizes the NC FAST automated case management system.

The position participates in frequent legal consultation with the attorney for the department. This position supervises the activities involved with court hearings, trials and is responsible for working with legal counsel to determine/gather legal exhibits and prepare for testimony.

This position also supervises the delivery of the individual and family adjustment cases which offers assistance to individuals and families to support attempts to restructure and solidify their environment. This position oversees the activities involved in the department being appointed representative payee for persons incapable of managing their social security income. Responsible for supervising the special assistance in-home services program and oversees the assessment and eligibility process.

The Social Work Supervisor III will monitor the department's spending in certain program areas such as the childcare subsidy state allocation, block grants, and monitor contractual obligations for vendors providing in-home aide services. Determines when to activate a childcare subsidy waitlist. This position verifies invoices for payment and ensures the county receives appropriate reimbursements- including the certification of staff daysheets. The status of spending is reported to the Social Services Director on a regular basis. Responsible for supervising the Emergency Assistance program and use of the funds per policy. Utilizes the NC FAST case management system for childcare subsidy.

This position organizes and directs the work of five social workers, and two community social services assistants and must, therefore, be knowledgeable in all adult services program areas. Work assignments should be clearly explained with specifications and deadlines established. Must make certain that work activities are coordinated and there is no duplication of effort among staff.

This position will coordinate work activities with the child welfare Social Work Supervisor III's and Income Maintenance Supervisor II.

The supervisor is responsible for conducting individual and group supervision conferences on a weekly basis, and will participate in various multi-disciplinary team meetings. The supervisor is responsible for monitoring case records for verifications, documentation, accuracy, and clarity of reports and other written materials completed by the workers. The supervisor initiates routine consultation with the state program consultant. Will serve as liaison between staff and departmental, county, and state officials, and will promote coordination and cooperation with agencies and local officials. Will attend both regional and state training sessions, and will provide in-house training to staff. Position may occasionally carry a specialized case load incidental to supervisory responsibilities, will interview special clients, members of their families, and assist with unusually complex cases as necessary.

This position will review various forms to ensure all pertinent information is gathered and recorded. Will assure rules and regulations, and policies are being carried out, that clients are being properly and fairly treated; that staff are given necessary information and training to do their jobs, and that relationships among staff and co-workers are positive and helpful.

The work will include planning for both short-term and long-term goals designed to promote or design appropriate programs and techniques to meet the social needs of the community. This position will establish workload standards, delegate responsibility, and establish reasonable time standards for completion of work.

To assure coordination of resources, this position will oversee staff activities and monitor case assignments and services. To increase effectiveness and efficiency in the provision and delivery of services, this position will

develop performance standards and make any changes to accommodate the needs of clients. This position will develop internal agency communications, set priorities for the work-group, develop schedules, maintain controls, define and coordinate activities. Work will include regular interpretation of local, state, or federal regulations and policies that govern the programs. The supervisor will develop and propose new policies, prepare grant proposals, and monitor the implementation of new programs and policies.

The position works closely with the Social Services Director with regard to troubleshooting difficult situations with cases, assessing training needs, travel, and equipment particular to the social work unit. The position may function as Director's Designee if such authority is granted by the Director.

B. PERSONNEL RESPONSIBILITIES

Percentage of time: 20%

This position is responsible for training the social workers and community social services assistants within the assigned unit. Training can be either formal or informal, and is provided when an individual begins employment, transfers to a new job, is assigned new duties within the unit, and when there are changes in policies, procedures, and programs. Training may also be needed if an employee needs help to overcome performance deficiencies, or to maintain performance. The supervisor will also provide training when an employee has the potential to undertake more complex tasks.

Training on an as-needed basis will be conducted in order to review and explain manual materials, review Dear County Director Letters, review and discuss case records, review reports and correspondence, and when policy interpretation is needed.

The supervisor is also responsible for counseling and disciplining employees. Therefore, the supervisor must recognize the importance of morale, and a good working environment. The supervisor is responsible for appraising the performance of each social worker within the assigned unit. The agency utilizes a standard personnel evaluation form. This position is responsible for disciplinary action, in consultation with the Director. The supervisor will review applications for employment, participate in interviews and make hiring recommendations.

A new employee is evaluated at six-months, twelve-months, then on an annual basis thereafter. It is important the supervisor have knowledge of the competency of supervised staff, and where there might appear to be difficulties. The evaluation provides the supervisor with the opportunity to develop plans and improve quality and quantity of work. Must make certain all employees understand their performance is evaluated by objective standards that are applicable to all workers in the agency.

The supervisor must observe the way the worker develops an assignment, and determine if the employee demonstrates initiative under leadership, adaptability, how the employee handles pressure, and time and workload management. Will also observe how staff get along with other people, how they handle authority and supervision. Will observe work habits, such as attendance and punctuality.

The supervisor is responsible for assisting with shelter management and staffing the Emergency Operations Center. This position assists the county in maintaining the special medical needs registry. This position will perform duties as assigned by the County Manager or his designees during a State of Emergency or other disaster, and will perform other duties as requested by the Social Services Director.

C. EMPLOYEES SUPERVISED:

1. Social Worker II - Child Care Subsidy
2. Social Worker II – Adult Services
3. Social Worker III – Adult Services
4. Social Worker III – Adult Services
5. Social Worker III – Adult Services
6. Community Social Services Assistant
7. Community Social Services Assistant

D. OTHER INFORMATION:

This position is responsible for the provision of services provided at all times. Rotates emergency call duty and backup supervision with other Social Work Supervisor III and handles child protective services reports/situations in the absence of the child protective services supervisor.

DSS employees work in all areas of the county and frequently travel to various parts of the state and occasionally out of state for adult placements.

III. OTHER WORK CHARACTERISTICS:

- A. With regard to work environment outside the agency, workers often have to make home visits to isolated areas and high crime areas, where the worker may have to face potentially hostile individuals. The supervisor may, on occasion, have to accompany a worker, and will, thus, also be placed in hazardous situations. The supervisor may also have to enter dilapidated housing to interview clients; or if not allowed to enter, must stand outside in the weather to talk with client.
- B. Machines, instruments, equipment and materials used are as follows:
 - Personal Computer
 - Printer
 - Calculator
 - Dictation equipment
 - DVD
 - Camera
 - Cell Phone
 - Telephone
 - Scanner
- C. Must keep records that are accurate and up-to-date. Must be proficient at keeping statistical data. Policies and Procedures and regulations are outlined for each service area, and the worker must abide by these regulations and see that services are provided in accordance with manual policy and applicable state laws.
- D. Physical effort is rarely needed. There might be instances where the worker has to move an adult or a child into foster care, and that might entail transferring personal effects such as toys, clothing, TV's, stereos, etc. However, the position requires intellectual and emotional stamina.
- E. Close visual attention is required during monitoring and counseling process of working with clients and staff. Supervisor should be alert to physical indicator that might assist in making appropriate assessment. Close visual attention is required when supervisor is completing reports, statistics, and monitoring case records, and day sheets. Also required when reading reports and other information on computer and in going over correspondence.
- F. Intense mental concentration is needed when working with individuals involved in cases. Consultation with case contacts, suspected perpetrators, and, at times, other agencies, can be extremely intense.
- G. Supervisor is indirectly responsible, in some cases, for safeguarding other persons. This is true in working with adult and child protective service cases, where individuals might be removed from their homes in order to prevent a re-occurrence of physical abuse or neglect, which could be physically harmful. The supervisor might be faced with dealing with irate clients, and, at times, may have to request assistance from law enforcement personnel to perform duties. Supervisor is also responsible for cautioning the staff in the use of seat belts and child safety seats.
- H. Office hours are from 8:00 a.m. to 5:00 p.m., with 1 hour for lunch. There is no rotation of shifts. This position is a back up for the on-call worker on a rotating basis with the Child Welfare Supervisors. After-hours and weekend calls are handled through Central Communications. This is an exempt position.

IV . KNOWLEDGE, SKILLS, ABILITIES, EDUCATION AND EXPERIENCE REQUIREMENTS:

A. The supervisor must have the following:

Thorough knowledge of basic social work principles, techniques and practices and their general applications to specific casework problems and Children Services policy and the related North Carolina General statutes regarding Children Services.

Knowledge of community resources and services.

Knowledge of basic federal and state social services programs, and their purposes.

Knowledge of racial, ethnic, and cultural groups in society.

Knowledge of behavioral and socio-economic problems and their treatment.

Skill in listening to others with understanding and purpose.

Skill in eliciting information and assembling relevant facts to prepare case histories, assessments, and reports.

Skill in observing and interpreting verbal and non-verbal behavior.

Skill in discussing sensitive, emotional subjects in a non-threatening, supportive manner.

Ability to establish and maintain effective working relationships with subordinates, with members of caseload and their families, and with civic, medical, religious, and social organizations.

Ability to speak and write clearly.

Ability to interpret policy material.

Ability to organize and assign designated responsibilities and see that they are carried through.

Ability to take full responsibility for staff and act professionally.

Knowledge of State Personnel Act and disciplinary procedures.

B. MINIMUM EDUCATION AND EXPERIENCE:

Master's degree in social work from an appropriately accredited institution and two years of directly related experience; or a bachelor's degree in social work from an appropriately accredited institution and three years of directly related experience; or a master's degree in a human services field from an appropriately accredited institution and three years of directly related experience; or a bachelor's degree in a human services field from an appropriately accredited institution and four years of directly related experience; or a bachelor's degree from an appropriately accredited institution and five years of directly related experience; or an equivalent combination of education and experience.

- I. This position is responsible for providing supervision and leadership to the child protective services unit. The social workers in the unit are responsible for the investigation of child protective services reports, intake, and in-home services.

II. A. OPERATIONAL RESPONSIBILITIES:

Percentage of time: 80%

This position is responsible for screening reports of child abuse and neglect according to policy standards and law. The supervisor provides constant assistance to social workers in making safety decisions and with the development of temporary safety agreements with families. The position is responsible for supervising child protective services investigations and assessments and must make determinations about invoking the jurisdiction of the courts when children cannot be maintained safely in their homes. In those situations, the position is responsible for filing juvenile petitions and seeking non-secure custody of children and must work closely with the foster care unit in transitioning cases. The position regularly utilizes the NC Fast automated case management system.

The position participates in frequent legal consultation with the attorney for the department. This position supervises the activities involved with non-secure custody hearings and adjudication trials and is responsible for working with legal counsel to determine/gather legal exhibits and prepare for testimony.

This position also supervises the delivery of the in-home services program and oversees the development and implementation of services plans with families. In-home services are provided to support families with safely maintaining their children in their home by eliminating concerns regarding safety and risk.

This position organizes and directs the work of seven social workers, and must, therefore, be knowledgeable in all child welfare program areas. Work assignments should be clearly explained with specifications and deadlines established. Must make certain that work activities are coordinated and there is no duplication of effort among staff. This position will coordinate activities with the foster care and adoptions Social Work Supervisor III.

The supervisor is responsible for conducting individual and group supervision conferences on a weekly basis, and will participate in various multi-disciplinary team meetings. The supervisor is responsible for monitoring case records for verifications, documentation, accuracy, and clarity of reports and other written materials completed by the workers. The supervisor initiates routine consultation with the state program consultant. Will serve as liaison between staff and departmental, county, and state officials, and will promote coordination and cooperation with agencies and local officials. Will attend both regional and state training sessions, and will provide in-house training to staff. Position may occasionally carry a specialized case load incidental to supervisory responsibilities, will interview special clients, members of their families, and assist with unusually complex cases as necessary.

This position will review various forms to insure all pertinent information is gathered and recorded. Will assure rules and regulations, and policies are being carried out, that clients are being properly and fairly treated; that staff are given necessary information and training to do their jobs, and that relationships among staff and co-workers are positive and helpful.

The work will include planning for both short-term and long-term goals designed to promote or design appropriate programs and techniques to meet the social needs of the community. This position will establish workload standards, delegate responsibility, and establish reasonable time standards for completion of work.

In order to assure coordination of resources, this position will oversee staff activities and monitor case assignments and services. To increase effectiveness and efficiency in the provision and delivery of services, this position will develop performance standards and make any changes to accommodate the needs of clients. This position will develop internal agency communications, set priorities for the work-group, develop schedules, maintain controls, define and coordinate activities. Work will include regular interpretation of local, state, or federal regulations and policies that govern the programs. The supervisor will develop and propose new policies, prepare grant proposals, and monitor the implementation of new programs and policies.

The position works closely with the Director with regard to troubleshooting difficult situations with cases, assessing training needs, travel, and equipment particular to the social work unit. The position may function as Director's Designee if such authority is designated by the Director.

B. PERSONNEL RESPONSIBILITIESPercentage of time: 20%

This position is responsible for training the social workers within the assigned unit. Training can be either formal or informal, and is provided when an individual begins employment, transfers to a new job, is assigned new duties within the unit, and when there are changes in policies, procedures, and programs. Training may also be needed if a social worker needs help to overcome performance deficiencies, or to maintain performance. The supervisor will also provide training when an employee has the potential to undertake more complex tasks.

Training on an as-needed basis will be conducted in order to review and explain manual materials, review Dear County Director Letters, review and discuss case records, review reports and correspondence, and when policy interpretation is needed.

The supervisor is also responsible for counseling and disciplining employees. Therefore, the supervisor must recognize the importance of morale, and a good working environment. Must be able to mesh the agency's need for satisfactorily completed work and recognize the various factors that motivate employees.

The supervisor is responsible for appraising the performance of each social worker within the assigned unit. The agency utilizes a standard personnel evaluation form. This position is responsible for disciplinary action, in consultation with the Director. The supervisor will review applications for employment and participate in interviews.

A new employee is evaluated at six-months, twelve-months, then on an annual basis thereafter. It is important the supervisor have knowledge of the competency of supervised staff, and where there might appear to be difficulties. The evaluation provides the supervisor with the opportunity to develop plans and improve quality and quantity of work. Must make certain all employees understand their performance is evaluated by objective standards that are applicable to all workers in the agency.

The supervisor must observe the way the worker develops an assignment, and determine if the employee demonstrates initiative under leadership, adaptability, how the employee handles pressure, and time and workload management. Will also observe how staff get along with other people, how they handle authority and supervision. Will observe work habits, such as attendance and punctuality.

The supervisor is responsible for assisting with shelter management and staffing the Emergency Operations Center. This position will perform duties as assigned by the County Manager or his designees during a State of Emergency or other disaster, and will perform other duties as requested by the Director.

C. EMPLOYEES SUPERVISED:

1. Social Worker I/AT - Child Protective Services - Investigative
2. Social Worker I/AT - Child Protective Services – Investigative
3. Social Worker I/AT – Child Protective Services – Investigative
4. Social Worker III – Child Protective Services - Investigative
5. Social Worker I/AT – Child Protective Services - In Home Services-potential
6. Social Worker III – Child Protective Services – In Home Services- potential
7. Social Worker II-Intake – Child Protective Services, Adult Protective Services, Intake

D. OTHER INFORMATION:

This position is responsible for the provision of services provided at all times. Rotates emergency call duty and backup supervision with other Social Work Supervisor III and handles adult protective services reports/situations in the absence of the adult services supervisor.

DSS employees work in all areas of the county and frequently travel to various parts of the state and occasionally out of state for child placement.

III. OTHER WORK CHARACTERISTICS:

- A. With regard to work environment outside the agency, workers often have to make home visits to isolated areas and high crime areas, where the worker may have to face potentially hostile individuals. The supervisor may, on occasion, have to accompany a worker, and will, thus, also be placed in hazardous situations. The supervisor may also have to enter dilapidated housing to interview clients; or if not allowed to enter, must stand outside in the weather to talk with client.
- B. Machines, instruments, equipment and materials used are as follows:
 - Personal Computer
 - Printer
 - Calculator
 - Dictation equipment
 - DVD
 - Camera
 - Cell Phone
 - Telephone
- C. Must keep records that are accurate and up-to-date. Must be proficient at keeping statistical data. Policies and Procedures and regulations are outlined for each service area, and the worker must abide by these regulations and see that services are provided in accordance with manual policy and applicable state laws.
- D. Physical effort is rarely needed. There might be instances where the worker has to move a child into foster care, and that might entail transferring personal effects such as toys, clothing, TV's, stereos, etc. This might also occur in making an adoptive home placement, or working with adults. However, the position requires intellectual and emotional stamina.
- E. Close visual attention is required during monitoring and counseling process of working with clients and staff. Supervisor should be alert to physical indicator that might assist in making appropriate assessment. Close visual attention is required when supervisor is completing reports, statistics, and monitoring case records, and day sheets. Also required when reading reports and other information on computer and in going over correspondence.
- F. Intense mental concentration is needed when working with individuals involved in cases. Consultation with parents, suspected perpetrators, and, at times, other agencies, can be extremely intense.
- G. Supervisor is indirectly responsible, in some cases, for safeguarding other persons. This is true in working with child protective service cases, where individuals might be removed from their homes in order to prevent a re-occurrence of physical abuse or neglect, which could be physically harmful. The supervisor might be faced with dealing with irate clients, and, at times, may have to request assistance from law enforcement personnel to perform duties. Supervisor is also responsible for cautioning the staff in the use of seat belts and child safety seats.
- H. Office hours are from 8:00 a.m. to 5:00 p.m., with 1 hour for lunch. There is no rotation of shifts. This position is a back up for the on-call worker on a rotating basis with the Adult Services Supervisor and other Social Work Supervisor III. After-hours and weekend calls are handled through Central Communications. This is an exempt position.

IV. KNOWLEDGE, SKILLS, ABILITIES, EDUCATION AND EXPERIENCE REQUIREMENTS:**A. The supervisor must have the following:**

Thorough knowledge of basic social work principles, techniques and practices and their general applications to specific casework problems and Children Services policy and the related North Carolina General statutes regarding Children Services.

Knowledge of community resources and services.

Knowledge of basic federal and state social services programs, and their purposes.

Knowledge of racial, ethnic, and cultural groups in society.

Knowledge of behavioral and socio-economic problems and their treatment.

Skill in listening to others with understanding and purpose.

Skill in eliciting information and assembling relevant facts to prepare case histories, assessments, and reports.

Skill in observing and interpreting verbal and non-verbal behavior.

Skill in discussing sensitive, emotional subjects in a non-threatening, supportive manner.

Ability to establish and maintain effective working relationships with subordinates, with members of caseload and their families, and with civic, medical, religious, and social organizations.

Ability to speak and write clearly.

Ability to interpret policy material.

Ability to organize and assign designated responsibilities and see that they are carried through.

Ability to take full responsibility for staff and act professionally.

Knowledge of State Personnel Act and disciplinary procedures.

B. MINIMUM EDUCATION AND EXPERIENCE:

Master's degree in social work from an appropriately accredited institution and two years of directly related experience; or a bachelor's degree in social work from an appropriately accredited institution and three years of directly related experience; or a master's degree in a human services field from an appropriately accredited institution and three years of directly related experience; or a bachelor's degree in a human services field from an appropriately accredited institution and four years of directly related experience; or a bachelor's degree from an appropriately accredited institution and five years of directly related experience; or an equivalent combination of education and experience.

SOCIAL WORK SUPERVISOR III

- I. This position is responsible for the activities of a social work unit of five, who provide foster care and case planning/case management.

II. C. **JOB DESCRIPTION INSERT FOR SUPERVISORY AND MANAGERIAL POSITIONS:**

1. Operation Responsibilities Percentage of time: 80%

The work will include planning for both short-term and long-term goals designed to promote or design appropriate programs and techniques to meet the social needs of the community. This position will establish workload standards, delegate responsibility, and establish reasonable time standards for completion of work.

In order to assure coordination of resources, this position will oversee staff activities and monitor case assignments and services. To increase effectiveness and efficiency in the provision and delivery of services, this position will develop performance standards and make any needed changes to accommodate the needs of clients. Supervisor will develop internal agency communications, set priorities for the work-group, develop schedules, maintain controls, define and coordinate activities. Work will include planning and conducting supervisory conferences with staff to interpret local, state, or federal regulations and policies that govern the programs. Supervisor will develop and propose new policies, prepare grant proposals, and monitor the implementation of new programs and policies.

Work assignments should be clearly explained with specifications and deadlines established. Work assignments must not exceed the skill-level of the worker, and all workers must be utilized to the fullest extent, but no one worker should have an excessive workload. Must make certain that work activities are coordinated and that there is no duplication of effort among staff.

This position organizes and directs the work of five of the children's social work staff, and must, therefore, be knowledgeable in all children's program areas. This position will coordinate activities with the Social Work Supervisor III who supervises the assessment and investigations unit.

Worker will review eligibility and report forms to insure that all pertinent information is gathered and recorded. Will assure that rules and regulations, and policies, are being carried out, that clients are being properly and fairly treated; that staff are given necessary information and training to do their jobs, and that relationships among staff and co-workers are positive and helpful. Of utmost importance, especially in the area of children's protective services, is to see that all time standards are met with regard to handling abuse/neglect reports.

Will conduct both individual and group conferences on a weekly basis. Will staff difficult cases, participate in review team meetings, adoption meetings and Multiple Response System staffings.

Will monitor case records, noting particularly verifications, documentation, accuracy, and clarity of reports and other written materials completed by the workers. Will meet and consult with Regional Children Program Consultant. Will serve as liaison between staff and departmental, county, and state officials, and will promote coordination and cooperation with agencies and local officials. Will attend both regional and state training sessions, and will provide in-house training to staff. Position may occasionally carry a specialized case load incidental to supervisory responsibilities, will interview special clients, members of their families, and assist with unusually complex cases as necessary.

This position will also assist the agency director in preparing the annual Social Services fiscal year budget, by providing present and projected caseloads, estimates, and staffing needs. Will also give input with regard to such factors as training needs, travel, and equipment particular to the social work unit. Current employee also functions as Director Designee.

Will perform duties as assigned by the County Manager or his designees during a State of Emergency or other disaster. Also perform other duties as requested by agency Director.

Attachment: SWS III Foster Care (Job Description Revisions-Variou

SOCIAL WORK SUPERVISOR III

2.

PERSONNEL RESPONSIBILITIESPercentage of time: 20%

This position is responsible for all of the training for the workers in each of the following services that are provided by the county; In-Home Services, Case Planning/Case Management Services, Foster Care Services and Adoptions. Training can be either formal or informal, and is provided when an individual begins employment, transfers to a new job, is assigned new duties within the unit, and when there are changes in policies, procedures, and programs. Training may also be needed if a social worker needs help to overcome performance deficiencies, or to maintain performance. Supervisor will also provide training when an employee has the potential to undertake more complex tasks, or is being prepared for a promotion.

Training on an as-needed basis will be conducted in order to review and explain manual materials, review County Letters, review and discuss case records, review reports and correspondence, and when policy interpretation is needed.

The supervisor is also responsible for counseling and disciplining employees. Therefore, the supervisor must recognize the importance of morale, and a good working environment. Must be able to mesh the agency's need for satisfactorily completed work with the worker's need to feel a sense of accomplishment and reward, and must recognize the various factors that motivate people. Must show sensitivity to the needs of the staff, and must offer counseling as needed. Must deal with problem situations promptly, and allow employees to freely express their concerns, and participate in any decision-making processes over which the local department has control.

Disciplinary action that includes giving written warnings, etc., will be done in consultation with the agency director.

The supervisor will review applications, choose candidates for interviews, interview, along with the agency director or another supervisor, and select the most qualified candidate during the recruitment process for new employees to the Children Services unit. The supervisor also will have the responsibility of appraising the performance of each social worker under her supervision. The agency utilizes a standard personnel evaluation form.

A new employee is evaluated at three-month, six-month, and twelve-month intervals. After that, employees are evaluated on a yearly basis. It is important that the supervisor keep in touch with how well the staff is carrying out their work, and where there might be difficulties. The appraisal program also provides the supervisor with the opportunity to develop plans and improve quality and quantity of work. Must make certain that all employees understand their performance is evaluated by objective standards that are applicable to all workers in the agency.

The supervisor must observe the way the worker develops an assignment, whether he demonstrates initiative under leadership, whether his adaptability in dealing with various types of assignments is consistent, how he handles pressure, and how he manages his time and workload. Will also observe how staff get along with other people, how they handle authority and supervision. Will observe work habits, such as attendance and punctuality.

Supervisor is also responsible for assisting with shelter management and staffing the Emergency Operations Center. Will perform duties as assigned by the County Manager or his designees during a State of Emergency or other disaster. Will also perform other duties as requested by agency director.

Attachment: SWS III Foster Care (Job Description Revisions-Variou)

SOCIAL WORK SUPERVISOR III

3. EMPLOYEES SUPERVISED:

- a. Social Worker II - Child Protective Services – Intake.
- b. Social Worker III - Child Foster Care, Recruitment, Licensing & Re-Licensing of Child Foster Care Homes, Individual and Family Adjustment Services; Adoptions; and LINKS.
- c. Social Worker III - Child Foster Care, Family Planning, and Case Planning/Case Management.
- d. Social Worker I/AT – Child Protective Services Investigations; Case Planning & Case Management; Foster Care Services for children.
- e. Social Worker I/AT - Child Protective Services Investigations; Case Planning & Case Management; Foster Care Services for children.

The supervisor is responsible for all case planning/case management and foster care services provided by the agency. She provides supervisory backup for assessments and investigations.

4. OTHER INFORMATION:

This position is responsible for services provided at all times. Rotates emergency call duty and backup supervision with Social Work Supervisor II and Social Work Supervisor III.

Employees work at DSS, all areas of the county and frequently travel in the state for child placement.

III. OTHER WORK CHARACTERISTICS:

- A. With regard to work environment outside the agency, workers often have to make home visits to isolated areas and high crime areas, where the worker may have to face potentially hostile individuals. The supervisor may, on occasion, have to accompany a worker, and will, thus, also be placed in hazardous situations. The supervisor may also have to enter sub-standard or dilapidated housing to interview clients; or if not allowed to enter, must stand outside in the weather to talk with client.
- B. Machines, instruments, equipment and materials used are as follows:
 - Personal Computer
 - Printer
 - Calculator
 - Dictation equipment
 - Beeper
 - Camera
 - Video Recorder
 - VCR
 - Anatomically Correct Dolls
 - Telephone
- C. Worker must keep records that are accurate and up-to-date. Must be proficient at keeping statistical data. Policies and Procedures and regulations are outlined for each service area, and the worker must abide by these regulations and see that services are provided in accordance with manual policy and applicable state laws.

SOCIAL WORK SUPERVISOR III

- D. Physical effort is rarely needed. There might be instances where the worker has to move a child into foster care, and that might entail transferring personal effects such as toys, clothing, TV's, stereos, etc. This might also occur in making an adoptive home placement, or working with adults. However, the position requires intellectual and emotional stamina.
- E. Close visual attention might be required during monitoring and counseling process of working with clients and staff. Supervisor should be alert to physical indicator that might assist in making appropriate assessment. Close visual attention is required when supervisor is completing reports, statistics, and monitoring case records, and day sheets. Also required when reading reports and other information on computer screen, and in going over correspondence.
- F. Intense mental concentration is needed when working with both Adult and Children's Protective Services cases, Foster Care cases and Adoption cases. Consultation with parents, suspected perpetrators, and, at times, other agencies, can be extremely intense.
- G. Supervisor is indirectly responsible, in some cases, for safeguarding other persons. This is true in working with child protective service cases, where individuals might be removed from their homes in order to prevent a re-occurrence of physical abuse or neglect, which could be physically harmful. The supervisor might be faced with dealing with irate clients, and, at times, may have to request assistance from law enforcement personnel to perform duties. Supervisor is also responsible for cautioning the staff in the use of seat belts and child safety seats.
- H. Office hours are from 8:00 to 5:00, with a 1-hour lunch break. There is no rotation of shifts. This position is a back up for the on-call worker on a rotating basis with the Adult Services Supervisor and the other Social Work Supervisor III. After-hours and weekend calls are handled through Central Communications.

IV. KNOWLEDGE, SKILLS, ABILITIES, EDUCATION AND EXPERIENCE REQUIREMENTS:

- A. The supervisor must have the following:

Thorough knowledge of basic social work principles, techniques and practices and their general applications to specific casework problems and Children Services policy and the related North Carolina General statutes regarding Children Services.

Knowledge of community resources and services.

Knowledge of basic federal and state social services programs, and their purposes.

Knowledge of racial, ethnic, and cultural groups in society.

Knowledge of behavioral and socio-economic problems and their treatment.

Skill in listening to others with understanding and purpose.

Skill in eliciting information and assembling relevant facts to prepare case histories, assessments, and reports.

Skill in observing and interpreting verbal and non-verbal behavior.

Skill in discussing sensitive, emotional subjects in a non-threatening, supportive manner.

SOCIAL WORK SUPERVISOR III

Ability to establish and maintain effective working relationships with subordinates, with members of caseload and their families, and with civic, medical, religious, and social organizations.

Ability to speak and write clearly.

Ability to interpret policy material.

Ability to organize and assign designated responsibilities and see that they are carried through.

Ability to take full responsibility for staff and act professionally.

Knowledge of State Personnel Act and disciplinary procedures.

B. MINIMUM EDUCATION AND EXPERIENCE:

Master's degree in social work from an appropriately accredited institution and two years of directly related experience; or a bachelor's degree in social work from an appropriately accredited institution and three years of directly related experience; or a master's degree in a human services field from an appropriately accredited institution and three years of directly related experience; or a bachelor's degree in a human services field from an appropriately accredited institution and four years of directly related experience; or a bachelor's degree from an appropriately accredited institution and five years of directly related experience; or an equivalent combination of education and experience.



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: TAX ADMINISTRATOR TAX DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs difficult and complex professional, managerial, and supervisory work in advanced level planning, organizing, and directing an effective and comprehensive tax billing, collection, listing, and assessment, and land records program for the County. Work involves researching and developing new and revised policies, forms, procedures, and methods for program operations: handling budget and personnel matters and working with sensitive, and controversial issues in the tax assessment, collection, garnishment, property seizure and foreclosure programs. Work also involves administering the County Land Transfer and Occupancy Taxes. The employee is responsible for the periodic revaluation of property involving in-house and/or contracted work. Supervises professional, paraprofessional, technical and clerical personnel. Significant independent judgment and initiative required. The duties of the position as well as the oaths of office are prescribed by the Machinery Act as codified in Subchapter of Chapter 105 of the North Carolina General Statutes. Reports to the County Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Serves as both County Assessor and County Tax Collector.

Plans, organizes, audits, and directs the work of the County Tax Department; supervises a staff of assistants including assessment, appraisal, collection, land records, technical and clerical personnel.

Directs and assists in the billing collection and accounting for all ad valorem, land transfer, and occupancy taxes as well as solid waste, animal and demolition fees; ~~Responsible for granting of exemptions, exclusions, special assessments and deforments.~~

Directs and administers the application process for exclusions, exemptions, special use-value assessment, and property tax relief; approves or denies said applications.

Directs and administers annual business property audits and periodic audits required by law for exclusions, exemptions, and property taxed at its use-value assessment.

Directs and administers ~~Oversees and coordinates~~ the tax listing, appraisal, assessment, and billing operations for the County, ensures that real property ownership transfers are updated and documented; sees that completed tax abstracts are processed into tax bills.

TAX ADMINISTRATOR

Provides expert testimony on behalf of County regarding property valuation and assessment appeals to the North Carolina State Property Tax Commission.

~~Advises, confers, and assists the County Board of Commissioners on tax assessment matters.~~

Plans, directs, and coordinates the periodic reappraisal program for the County. Responsible for the development of the county's "schedule of values" and publishes them in compliance with the Machinery Act. Organizes the appeal process, answers questions & complaints, and explains the laws governing reappraisal.

Performs a number of administrative duties; including preparing correspondence, designing tax forms, preparing financial statements for the County Manager and Board of Commissioners, and resolving various complaints concerning the listing, appraisal, or collection of taxes.

~~Serves~~ Advises and serves as the clerk to the County Board of Equalization and Review; ~~defends tax appraisals before the Board of Equalization and Review and the North Carolina State Property Tax Commission.~~ Schedules and publishes the required notices of its meetings, record its minutes, and gives property owners notice of its decisions as required by law.

Prepares and generates such reports as tax deferments, valuation and levy reports, account summary reports, motor vehicle reports, exempt property rosters, real and personal property valuation reports, public utility report, memos, correspondence, responses to surveys, etc.

Interprets and implements the NC General Statutes as prescribed in the NC Machinery Act as it relates to property taxation; explains tax laws, policies and procedures to property owners, attorneys, real estate professionals and the general public.

Assures that all legally required notices, postings, deadlines, and reports are completed in a timely manner.

Reports annual settlement to the Board of County Commissioners and complies year-end collection data for county auditors.

Prepares and administers the annual departmental budget; oversees provision of goods and services to department by outside vendors; manages associated projects.

~~Prepares projections for growth or decline of County tax base and~~ Assists the County Manager and Finance Director with projecting property valuation county-wide and for special districts for budgeting purposes; consults with the County Manager and Board of Commissioners concerning the fiscal impact of tax rate adjustments.

Manages departmental personnel functions including providing education, work assignments, reviewing work, scheduling of personnel, granting of leave privileges, hiring and termination of temporary and full-time employees and providing performance appraisal reviews and disciplinary actions.

Plans and directs the information, data, and format of tax and land records on the Tax Department webpage and other county webpages.

Manages and directs county tax involvement with the North Carolina Vehicle Tax System; appraisal, exemption, prorations, and refunds; maintain a county-wide situs address file for taxes levied on motor vehicles in special taxing districts; maintain updated tax rate file.

TAX ADMINISTRATOR

Interacts with Federal Bankruptcy Court regarding taxes owed by taxpayers including filing proof of claims, bankruptcy discharges, and voting on bankruptcy plans.

Assists interested persons with inquiries about property value assessments, explaining process for arriving at property valuation.

Prepares certifications of paid and unpaid taxes; Prepares the annual list of tax liens which is published in the newspaper.

Performs duties as necessary to enhance department's public relations and community education program.

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate to enhance and maintain knowledge of trends and developments in the field of local tax administration; constantly reviews the North Carolina Machinery Act, North Carolina Supreme Court decisions on tax cases, Federal Bankruptcy Laws and Ruling, and the North Carolina Attorney General's rulings on ad valorem tax matters; advises and consults with County Attorney on cases involving tax matters.

Directs the garnishment of wages, the attachment of banks accounts and rents, the seizure and sale of personal property and tax foreclosure.

Interacts and communicates with County Boards of Commissioners & Equalization and Review, subordinates, other County Departments and personnel, various outside professionals, civic groups, news media, and the general public.

~~Print tax bills, printouts, labels, or reports; sends tax bills; collects taxes and other fees.~~

ADDITIONAL JOB FUNCTIONS

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in business administration, accounting, economics, public administration, or a related field, and a minimum of five years of experience in tax assessment, appraisal or collections, with at least two years of supervisory experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Completion of special training and certification as an Assessor by the North Carolina Department of Revenue as prescribed in the Machinery Act of North Carolina. Furnish a bond conditioned upon performance in such an amount prescribed by the governing body.

TAX ADMINISTRATOR

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, collator, microfilm equipment, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, budget reports, real property appraisals and assessments, sales ratio studies, finance audit reports, deeds, surveys, permits, applications, etc. Requires the ability to prepare correspondence, reports, forms, budgets, studies, assessments, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, and tax terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

TAX ADMINISTRATOR

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the North Carolina Machinery Act and County tax policies as applicable to tax listing, assessment and collection of real and personal property taxes including thorough knowledge of tax listing procedures and forms.

Thorough knowledge of policies, procedures and practices used in appraising commercial, residential, and industrial property for tax purposes.

Thorough knowledge of office practice and procedures and automation systems necessary to operate and administer a county tax system.

Considerable knowledge of the organization and functions of County government.

Considerable knowledge of construction cost, building materials and land values.

Considerable knowledge of the principles and practices of accounting and bookkeeping.

Considerable knowledge of the principles of supervision, coordination, and administration.

Considerable knowledge of the current literature, trends, and developments in the tax field.

Ability to plan and conduct an effective tax listing, appraisal, assessment, and collection program.

Ability to evaluate and appraise a wide variety of real and personal property.

Ability to plan, organize and supervise the activities of the tax office.

Ability to collect taxes in an efficient and complete manner.

Ability to deal tactfully and courteously with the general public in adjusting complaints and explaining tax laws and policies.

Ability to exercise considerable independent judgment in making final decisions regarding contested property values and legal points on tax assessment and collection matters.

Ability to establish and maintain effective working relationships with other department heads, the County Manager, and the Board of County Commissioners.

ED: 09/20/2021 (REV BOC)



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: TRAVEL & TOURISM DIRECTOR
Grade: 71

ADMINISTRATION

GENERAL STATEMENT OF JOB

Under limited supervision, performs complex professional administrative work in managing Travel and Tourism. Is accountable for enhancing the County's public image through effective public information, media relations, and marketing programs. Work also involves developing materials to promote the County and developing new travel and tourism programs. Assists in the preparation of reports and other records. Assists and advises County officials, including preparing reports, annual budget for Travel & Tourism and other records. Performs necessary administrative functions and coordinates activities with various local and state organizations and professionals, the public, and outside consultants. Reports to the County Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

- ♦ Direct all administrative, operating and marketing functions of the Travel & Tourism Department.
- ♦ Update the County Manager and Board of Commissioners on tourism related matters, including statistics, trends, economic impact, etc.
- ♦ Direct the preparation of the annual tourism department budget (in excess of ~~\$2.7~~ 4.7 million), the budget for Historic Corolla Park (including Whalehead and the Currituck Maritime Museum, and the budget for the Historic Jarvisburg Colored School, and present it to the County Manager and Board of Commissioners for approval.
- ♦ Develop and supervise the implementation of an annual operating and marketing plan in order to promote the County as a tourism destination to local, state, regional, national and international audiences.
- ♦ Review and control expenditures to ensure adherence to the budget.
- ♦ Develop and supervise the implementation of an annual events schedule to enhance the tourism visitor experience and to assist in attracting tourism visitation.
- ♦ Oversee operations and management of and manager the Currituck County Welcome Center in Moyock, and the Visitor's Center in Corolla (staff of approximately 23 people — full-time and part-time positions). Oversees and manages Whalehead Club, the Historic Jarvisburg Colored School, and Historic Corolla Park (includes Whalehead and the Currituck Maritime Museum) — this includes a staff of 13 full-time and approximately 24 part-time positions).
- ♦ Establish and maintain ongoing effective communications with government leaders, business and cultural institutional leaders, the local tourism industry, and clients.
- ♦ Initiate and conduct short and long range strategic planning.
- ♦ Oversee the production of promotional materials, digital/radio/television/print marketing. County reports to the community, and other publications, reports and printed materials.

TRAVEL & TOURISM DIRECTOR

- ♦ Represent the Travel & Tourism Department at selected local, state, regional, and national conventions and meetings that serve to foster the betterment of the department's mission.
- ♦ Select, train, supervise, discipline, and evaluate department personnel.
- ♦ Establish goals for the department and assist staff in order to meet these goals.
- ♦ Oversee collection of pertinent data (e.g., hotel occupancy rates) and the reporting of that data.
- ♦ Work with the Economic Development Director to create and enhance tourism business opportunities for investors.
- ♦ Coordinate advertising purchases (with staff input) and track results.
- ♦ Assist other County departments in the research and preparation of historic, geographic, demographic, and promotional data for use by the departments and the public.
- ♦ Network with individuals, businesses, Chamber of Commerce, civic clubs, regional and state-wide organizations and other relevant entities to market tourism opportunities in Currituck County.
- ♦ Coordinate focus group meetings with business representatives to determine advertising and communications needs.
- ♦ Assure all contracts are acceptable for County Manager approval.
- ♦ Serve as Currituck County's tourism representative on boards and committees as appropriate.

ADDITIONAL JOB FUNCTIONS

- ♦ Work towards the goals and objectives set forth in the County Marketing Plan.
- ♦ Attend industry conferences and seminars.
- ♦ Perform other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in communications, journalism, English, or a related field, and three to five years experience in business, promotions, journalism, or a related field; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Possession of a valid North Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, cameras, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to clients and supporting personnel.

TRAVEL & TOURISM DIRECTOR

Language Ability: Requires the ability to read a variety of reports, correspondence. Requires the ability to prepare a variety of correspondence, reports, forms, budgets, studies, projects, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence. Must possess above average writing ability and the ability to write effectively using proper grammar, usage, punctuation, spelling, etc.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, engineering, legal, and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the methods and techniques used in business solicitation and industrial promotion.

Considerable knowledge of the available resources of the County.

Considerable knowledge of the resources available to assist industries at the county, state and federal levels.

Considerable knowledge of general management and business organization principles and practices.

TRAVEL & TOURISM DIRECTOR

Considerable knowledge of the tourism industry.

Considerable knowledge of County geography.

Considerable knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Demonstrated knowledge of communications principles and practices.

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to develop effective promotional materials for the County.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to work in a consulting capacity and exercise leadership in contact with a variety of public, industrial and business officials at various levels of authority and influence.

Ability to exercise tact, courtesy and firmness when in contact with the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 09/20/2021 (REV BOC)



CURRITUCK COUNTY NORTH CAROLINA

September 7, 2021

Minutes – Regular Meeting of the Board of Commissioners

WORK SESSION

1. 4:30 PM Campgrounds/Discussion Regarding Board Regular Meeting Time

The Board of Commissioners met in the Board Meeting Room at 4:30 PM for two Work Session discussions. Commissioners continued discussion on language related to campgrounds in Currituck County and considered a change to the Board of Commissioner's regular meeting time. Commissioner McCord was not present at the start of the work session.

Commissioners considered whether to leave the current language as written in the Unified Development Ordinance related to existing, non-conforming campgrounds after a recent court of appeals decision ruled against campground owners, 85 and Sunny, LLC, in their lawsuit against the county. Chairman Payment suggested the Board focus on language for new campgrounds and to make changes to existing language as needed to clean up the text. Interim County Manager/County Attorney, Ike McRee, briefly reviewed the current language in the UDO and the proposed language that would allow existing campgrounds to come into compliance over time. He said current language prohibits the expansion or enhancement of existing campgrounds. It does allow for maintenance and repair of existing structures. Mr. McRee responded to questions related to the attrition of permanent residents and conformity of existing campgrounds. He said Sandy Point Campground would be the only existing campground that could come into conformity because they are located on a major arterial.

Commissioner White was not in favor of language that does not provide a path for existing campgrounds to become conforming. Without all Commissioners present to provide input, it was decided the conversation would move to new campgrounds.

Laurie LoCicero, Planning and Community Development Director, reviewed the language the Board had agreed to at prior work sessions and Commissioners resumed discussion of minimum parcel sizes for new campgrounds. Concerned that the majority of new campgrounds would locate in her district, Commissioner Jarvis preferred a 50 acre minimum parcel size as opposed to a 25 acre minimum. Commissioners considered placing a cap on the number of campgrounds that could be established in any district or township and Mr. McRee said he would research whether it is legal for the Board to place such restrictions.

Commissioners discussed seasonal campgrounds and after originally agreeing to allow up to 35% of campsites to be used on a seasonal basis, concerns related to seasonal use and enforcement were considered and Commissioners agreed to a 20% designation for seasonal sites. Commissioners considered licensing, amenity requirements, and other

Communication: Sept. 7, 2021 Minutes (Approval Of Minutes: 9/7/2021, SM-6/3/2021)

methods to assist with enforcement and address concerns with seasonal occupancy. Mr. McRee discussed types of units that would be subject to Occupancy Tax.

Commissioner McCord arrived at 5:10 PM and the discussion of existing campgrounds was resumed. The earlier discussion was summarized for Commissioner McCord and, after consideration, Commissioners agreed to leave the ordinance pertaining to existing campgrounds as is and to allow revisions to close some loopholes in the current ordinance.

Ms. LoCicero continued and summarized the discussion related to new campgrounds. Commissioners considered residential dwelling units that would be allowed on site and asked staff to research other campgrounds to see what they provide for on-site housing of year round management and staff. Storage allowances, operational plans, closure periods, and annual inspections for licensing were presented, and Commissioners agreed to meet again at the September 20, 2021 Board meeting to discuss alternative camping units and to receive reports on the information that had been requested.

Several Board members were having difficulty making the 4:00 PM meeting time due to scheduling conflicts and Commissioners were asked to consider moving all of the regular meetings back to 6:00 PM. All Commissioners agreed to the time change. A Resolution had been prepared by the County Attorney in anticipation of the change and the meeting agenda would be amended so official action could be taken. The Work Session concluded at 5:52 PM.

6:00 PM CALL TO ORDER

The Board of Commissioners met in a regular meeting at 6:00 PM in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina.

| Attendee Name | Title | Status | Arrived |
|------------------------|---------------|---------|---------|
| Michael H. Payment | Chairman | Present | |
| Paul M. Beaumont | Vice Chairman | Present | |
| J. Owen Etheridge | Commissioner | Present | |
| Mary "Kitty" Etheridge | Commissioner | Present | |
| Selina S. Jarvis | Commissioner | Present | |
| Kevin E. McCord | Commissioner | Present | |
| Bob White | Commissioner | Present | |

Chairman Payment called the meeting to order and announced the earlier work sessions.

A) Invocation & Pledge of Allegiance

Commissioner Beaumont offered the Invocation and led the Pledge of Allegiance.

B) Approval of Agenda

Commissioner White amended the agenda to add a Resolution to change the Board of Commissioners regular meeting time under New Business. Commissioner Mary

Etheridge moved for approval of the amended agenda. Commissioner McCord seconded the motion. The motion carried, 7-0, and the agenda was approved.

Approved agenda:

Work Session

4:30 PM Campgrounds/Discussion Regarding Board Regular Meeting Time

6:00 PM Call to Order

- A) Invocation & Pledge of Allegiance
- B) Approval of Agenda

Public Comment

Please limit comments to matters other than those appearing on this agenda as a PublicHearing. Public comments are limited to 3 minutes.

Commissioner's Report

County

Manager/County

Attorney Report

Administrative

Reports

- A) Resolution-African American Experience of
Northeastern North Carolina

Public Hearings

- A) **PB 20-16 Currituck County Text Amendment Utility and Drainage Easements:** Request to amend the Unified Development Ordinance, Section 7.3.4 to clarify that maintenance access drainage easements must be dedicated to the county and reduce the required easement width from fifty feet to twenty-five feet along major waterway conveyance systems.

New Business

- A) **Consideration and Adoption of Resolution Opposing General Assembly Limitation on County Authority to Regulate Storm Water and Other Land Use Matters**
- B) **Consideration and Adoption of Amendment to County Attorney Employment Agreement Relative to Interim County Manager Duties and Responsibilities**

Communication: Sept. 7, 2021 Minutes (Approval Of Minutes: 9/7/2021, SM-6/3/2021)

C) Board Appointments

1. Jury Commission
2. Parks and Recreation Advisory

D) Consent Agenda

1. Budget Amendments
2. Project Ordinance-Deep Well Test Bores-SOBWS
3. Project Ordinance-Mainland Water Deep Well and Maple Plant Connection
4. Sole Source Purchase Resolution-Kamstrup Meter Equipment, Mainland Water
5. Surplus Resolution and Authorization for Deputy James Henning to Purchase His Service Weapon in the Amount of \$1.00 Upon Retirement
6. Personnel Policy-Cross Connection ORC Incentive Plan
7. Job Description Revisions-Various
8. Records Disposal-Planning and Community Development
9. Approval Of Minutes: 8-16-21 / SM 7-16-21

E) Amended-Resolution to Establish the Board of Commissioners Regular Meeting Time**Work Session**

County Manager Search and Recruitment

Adjourn

| | |
|------------------|--|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Mary "Kitty" Etheridge, Commissioner |
| SECONDER: | Kevin E. McCord, Commissioner |
| AYES: | Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner |

PUBLIC COMMENT

Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.

Chairman Payment opened the Public Comment period. No one was signed up nor wished to speak and the Public Comment period was closed.

Communication: Sept. 7, 2021 Minutes (Approval Of Minutes: 9/7/2021, SM-6/3/2021)

COMMISSIONER'S REPORT

Commissioner Jarvis reported on a recent tour of the Public Safety Center. She, Chairman Payment and representatives of College of the Albemarle (COA) hosted executives from Blue Cross and Blue Shield, who were impressed with the facility and the collaborative effort between COA and Currituck County to provide health and safety classes. She announced the opening of the County wellness clinic, available to citizens. She noted the tragic start to the school year after a student was struck by a vehicle on the highway and encouraged people to drive slowly through the school zone.

Commissioner Mary Etheridge discussed Labor Day as a day to celebrate workers and their achievements and recognized all of the staff who make Currituck County run. She thanked Interim County Manager, Ike McRee, and the Administrative staff for their efforts during the transition to a new County Manager.

Commissioner White announced he will not attend the September 20, 2021, Board of Commissioners meeting, as he will be traveling.

Chairman Payment reported on the Public Safety Center tour and remarked on the interest shown by Blue Cross and Blue Shield representatives. He encouraged people to be careful on the roads after the terrible accident on the highway and asked citizens to support their local fire departments and first responders.

Commissioner McCord also recognized Labor Day and reported statistics on job openings and unemployment rates. He noted how busy the beach was this season and said businesses did well but struggled with staffing. He recognized county staff and acknowledged those who drive buses for Currituck Schools. He reported on the child who was hit on the highway and said the Sheriff Deputies will ticket for speeding in the school zone. He encouraged citizens to thank first responders.

Commissioner J. Owen Etheridge reported on the current shortage of school bus drivers and noted it is a problem nationwide. He said Currituck Kids will be receiving a contribution from Boomerang Architects, after winning a door prize from a contest he entered while attending the North Carolina Association of County Commissioners Annual Conference.

COUNTY MANAGER/COUNTY ATTORNEY REPORT

Interim County Manager/County Attorney, Ike McRee, updated Commissioners on two lawsuits recently resolved in the courts. Currituck County had already been dismissed from the Allied Properties and Quality Homes v. Denise Hall, and Mr. McRee reported both parties have voluntarily dismissed their suit and countersuit. He reviewed the North Carolina Court of Appeals decision in the matter entitled 85 and Sunny, LLC v. Currituck County, in which the appeals court affirmed the County's original letter of determination that had been presented at the Board of Adjustment hearing by Planning and Community Development Director, Laurie LoCicero. Mr. McRee said no action had been taken by the County to attempt to destroy a member of the business community, but did defend the integrity of county policies and preserved the community values expressed in the County Land Use Plan and Unified Development Ordinance. Portions of the Court of Appeals ruling were read by Mr. McRee.

ADMINISTRATIVE REPORTS

Communication: Sept. 7, 2021 Minutes (Approval Of Minutes: 9/7/2021, SM-6/3/2021)

A. Resolution-African American Experience of Northeastern North Carolina

Tameron Kugler, Travel and Tourism Director, used a powerpoint to present the African American Experience of Northeastern North Carolina. The six-county initiative celebrates the culture, history, achievements and contributions of the African-American community through a trail of heritage sites throughout Camden, Chowan, Currituck, Dare, Pasquotank and Perquimans counties. Ms. Kugler reported using on-line platforms and working committees to promote the initiative and encouraged adoption of a Resolution which would provide an opportunity to apply for grant funding for the program.

Ms. Kugler answered questions from Commissioners, who expressed their desire to have more counties participate in the program. Commissioner Beaumont moved for approval of the Resolution, and Commissioner McCord seconded the motion. The motion carried, 7-0.

RESOLUTION OF THE BOARD OF COMMISSIONERS FOR CURRITUCK COUNTY, NORTH CAROLINA IN SUPPORT OF THE AFRICAN AMERICAN EXPERIENCE OF NORTHEASTERN NORTH CAROLINA

WHEREAS, The African American Experience of NENC is a six county initiative encompassing Northeastern North Carolina and includes Camden, Chowan, Currituck, Dare, Pasquotank and Perquimans; and

WHEREAS, the African American Experience celebrates the contribution of African Americans and encourages a deeper understanding of the significance of the region's cultural heritage; and

WHEREAS, the African American Experience will work to build more inclusive communities; and

WHEREAS, the African American Experience will inspire exploration and appreciation of African American experience; and

WHEREAS, the African American Experience will ultimately drive cultural tourism and economic impact.

NOW, THEREFORE, BE IT RESOLVED by the Currituck County Board of Commissioners that:

Section 1. It expresses its sincere support for the African American Experience and extends its best wishes for its endeavors.

Section 2. This resolution is effective upon its adoption.

ADOPTED the 7th Day of September, 2021.

Communication: Sept. 7, 2021 Minutes (Approval Of Minutes: 9/7/2021, SM-6/3/2021)

| | |
|------------------|--|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Paul M. Beaumont, Vice Chairman |
| SECONDER: | Kevin E. McCord, Commissioner |
| AYES: | Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner |

PUBLIC HEARINGS

A. PB 20-16 Currituck County Text Amendment Utility and Drainage Easements:

To: Board of Commissioners

From: Planning Staff

Date: August 17, 2021

Subject: PB 20-16 Currituck County – Text Amendment
Utility and Drainage Easements

Request

The original text amendment language submitted by the Planning and Community Development Department proposed revisions the UDO to:

- Require an access dedication to the county for easements on major drainage features. For **new** projects, maintenance access easements are required on ditches that drain more than five acres or along the major ditches listed in Section 7.3.4.
- Prohibit on-site wastewater systems in utility and maintenance access drainage easements on individual lots.

The Planning Board heard the text amendment request on February 9, 2021, it was tabled, and heard again on March 9, 2021. The Planning Board recommended approval of the text amendment as presented by staff. Following the Planning Board meeting, the Board of Commissioners held a work session with staff to review the proposed language. After discussion, the Board directed staff to make changes to the draft ordinance. The text amendment changes have been updated as part of this staff report. Specifically, the Board of Commissioners requested that the proposed ordinance prohibiting placement of septic systems in utility and maintenance access drainage easements be removed. With input from the County Engineer about sufficient width for a maintenance easement, the Board of Commissioners requested to change the required easement to 25' along major drainage features.

This revised text amendment provides that required maintenance access drainage easements be dedicated to the county and revises the required easement width from 50' to 25' along major drainage features.

Text Amendment Review Standards

The advisability of amending the text of the UDO is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor.

In determining whether to adopt or deny the proposed text amendment, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the proposed text amendment:

1. Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
3. Is required by changed conditions;
4. Addresses a demonstrated community need;
5. Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
6. Would result in a logical and orderly development pattern; and
7. Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

Staff Recommendation

Staff recommends approval of the request as submitted and suggests the following Consistency Statement:

The requested zoning text amendment is consistent with the goals, objectives, and policies of the 2006 Land Use Plan including:

1. POLICY WQ6: Currituck County supports the retention or preservation of VEGETATED BUFFERS along the edge of drainage ways, streams and other components of the estuarine system as an effective, low cost means of protecting water quality.
2. POLICY WQ8: Currituck County shall support the development and maintenance of a countywide COMPREHENSIVE DRAINAGE AND FLOOD MANAGEMENT PLAN, including public and private actions in support of plan implementation. Currituck County shall support County, NCDOT and property owner cooperation in preventing and resolving stormwater problems.

The request is reasonable and in the public interest because:

1. It clarifies that required maintenance access drainage easements shall be dedicated to the county to ensure access to maintain drainage infrastructure.

Planning Board Recommendation

On August 10, 2021, the Planning Board recommended approval of the requested text amendment with a 5-0 vote.

Motion

Mr. Bass moved to approve PB 20-16 because the request is consistent with Land Use Plan policies WQ6 and WQ8 and the request is reasonable and in the public interest because it clarifies that required maintenance access drainage easements shall be dedicated to the county to ensure access to maintain drainage infrastructure. Vice-Chairman Owens seconded the motion and the motion carried unanimously.



**STAFF REPORT
PB20-16 CURRITUCK COUNTY
UTILITY & DRAINAGE EASEMENTS
REVISED TEXT AMENDMENT
BOARD OF COMMISSIONERS
SEPTEMBER 7, 2021**

Currituck County requests an amendment to the Unified Development Ordinance, Chapter 7 Environmental Protection to clarify that drainage easements shall be dedicated to the county and to reduce the required drainage access easement area from 50' to 25' along major drainage features.

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina that the Unified Development Ordinance of the County of Currituck be amended as follows:

Item 1: That Chapter 7 is amended by adding the following underlined language and deleting the strikethrough language:

7.3.4. Stormwater Management Standards

D. Drainage Requirements

(10) Development subject to these standards shall provide maintenance access drainage easements and point of entry to the county in accordance with ~~Section 6.2.3.B, Utility Easements~~ and the following standards:

(a) Easements shall be provided along at least one side of waterway conveyance systems that drain more than five acres provided the waterway conveyance system is not part of a state permitted and functional stormwater management system. The easement shall include the conveyance and an additional twenty-five feet measured from the top of embankment.

(b) Easements shall be provided along both sides of the following waterway conveyance systems:

- (i) Hog Bridge Ditch;
- (ii) Guinea Mill;
- (iii) Upper Guinea Mill;
- (iv) Lateral "A";
- (v) Lateral "B";
- (vi) Lateral "C";
- (vii) Haywood Ditch;
- (viii) Rowland Creek Canal;
- (ix) Eagle Creek Canal (also known as Western Canal); and
- (x) Shingle Landing Creek Canal.

The easement shall include the conveyance and an additional twenty-five ~~fifty~~ feet measured from the top of each embankment.

Communication: Sept. 7, 2021 Minutes (Approval Of Minutes: 9/7/2021, SM-6/3/2021)

Item 2: Consistency Statement:

The requested zoning text amendment is consistent with the goals, objectives, and policies of the 2006 Land Use Plan including:

1. POLICY WQ6: Currituck County supports the retention or preservation of VEGETATED BUFFERS along the edge of drainage ways, streams and other components of the estuarine system as an effective, low cost means of protecting water quality.
2. POLICY WQ8: Currituck County shall support the development and maintenance of a countywide COMPREHENSIVE DRAINAGE AND FLOOD MANAGEMENT PLAN, including public and private actions in support of plan implementation. Currituck County shall support County, NCDOT and property owner cooperation in preventing and resolving stormwater problems.

The request is reasonable and in the public interest because:

1. It clarifies that required maintenance access drainage easements shall be dedicated to the county to ensure access to maintain drainage infrastructure.

Item 3: The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

Item 4: This ordinance amendment shall be in effect from and after the _____ day of _____, 2021.

Planner, Jennie Turner, reviewed the staff initiated text amendment for the Board. The change would require dedicated drainage easements for construction along major drainageways and would reduce the width of easements along those waterways from fifty feet to twenty-five feet. Ms. Turner reviewed the text amendment language based on prior Board direction. A map on the overhead showed the location of major drainage features in the county. Review standards and consistency statements were presented, and both staff and Planning Board recommend approval of the request. Ms. Turner responded to questions pertaining to setbacks and Commissioner J. Owen Etheridge voiced concern with the reduction to twenty-five feet.

Chairman Payment opened the Public Hearing.

Dylan Lloyd, County Soil and Stormwater Technician, spoke in support of the text amendment. Speaking on behalf of Manly West, Chairman of the Soil and Water Supervisors, who said a fifty foot setback may be necessary for some of the larger ditches.

No others were signed up nor wished to speak and the Public Hearing was closed.

Commissioner Jarvis moved to approve PB 20-16-Currituck County Utility and Drainage Easements Text Amendment, because the request is consistent with the following policies of the 2006 Land Use Plan: Policy WQ6 and Policy WQ8. And, the request is reasonable and in the public interest because it clarifies that required maintenance

access drainage easements shall be dedicated to the county to ensure access to maintain drainage infrastructure. Commissioner White seconded the motion. The motion carried, 6-1, with Commissioner J. Owen Etheridge opposed.

| | |
|------------------|---|
| RESULT: | APPROVED [6 TO 1] |
| MOVER: | Selina S. Jarvis, Commissioner |
| SECONDER: | Bob White, Commissioner |
| AYES: | Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner |
| NAYS: | J. Owen Etheridge, Commissioner |

NEW BUSINESS

A. Consideration and Adoption of Resolution Opposing General Assembly Limitation on County Authority to Regulate Storm Water and Other Land Use Matters

Interim County Manager/County Attorney, Ike McRee, presented the Resolution. The Resolution was prepared at the request of Commissioners after discussion at a previous work session raised concerns that measures in the North Carolina Senate Appropriations Bill would remove local government's ability and authority to establish and regulate land use in their communities. Following a review of the language in the Resolution, Commissioner J. Owen Etheridge moved for approval and directed that a copy be sent to all one hundred counties in North Carolina. Commissioner Beaumont seconded the motion. The motion carried, 7-0.

RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS OPPOSING REDUCTION OF COUNTY AUTHORITY TO ADOPT POLICIES THAT BEST REPRESENT NEEDS OF COUNTY COMMUNITIES

WHEREAS, the North Carolina General Assembly's proposed 2021 Appropriations Act includes law that if enacted will reduce county authority to adopt policies that best represent the needs of communities within counties and reflect values of a county's citizens as expressed through a county's land use plan, land use regulations and actions of the duly elected county governing boards; and

WHEREAS, the proposed reduction in local control and authority includes removing local authority to determine the location of relocated billboards; limiting local authority to establish storm water regulations essential for the maintenance of water quality and flood prevention; preemption of local authority on the placement of schools and prevention of local government adoption of ordinances related to the removal of trees; and

WHEREAS, the limitation or removal of local control over the cited matters would, in Currituck County, require ending local practices long accepted, expected and in some instances demanded over time by its citizens; and

WHEREAS, of particular concern is prohibiting a county's regulation of storm water more restrictively than provided in state or federal regulations will require Currituck County to repeal its existing storm water regulation that will then decrease by one-half the amount of storm water that development must contain on its property, allow faster release of storm water downstream, further exacerbate flooding and end the county's plan to further reduce storm water impact on property outside of development by requiring upstream and downstream analysis of storm water facilities and outfalls; and

WHEREAS, requiring a county to ignore storm water infrastructure policy and needs specific to its topography will frustrate resiliency efforts that to date are endorsed and encouraged by the state government that now seeks to impede those efforts and result in further inundation of homes and property with flood waters and interference with private property rights.

NOW, THEREFORE, BE IT RESOLVED by the Currituck County Board of Commissioners that:

Section 1. Currituck County is opposed to language in the 2021 Appropriations Act further reducing local control and requests that the North Carolina General Assembly, and in particular the county's legislative delegation Senator Bob Steinberg and Representative Bobby Hanig, oppose any language in the final 2021 Appropriations Act that further reduces local authority and control over the public's health, safety and welfare.

Section 2. The Clerk to the Board of Commissioners is directed to forward a copy of this resolution to the Honorable Tim Moore, Speaker of the House of Representatives, the Honorable Phil Berger, President Pro Tempore of the Senate, Senator Bob Steinberg and Representative Bobby Hanig.

ADOPTED this 7th day of September, 2021.

| | |
|------------------|--|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | J. Owen Etheridge, Commissioner |
| SECONDER: | Paul M. Beaumont, Vice Chairman |
| AYES: | Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner |

B. Consideration and Adoption of Amendment to County Attorney Employment Agreement Relative to Interim County Manager Duties and Responsibilities

Interim County Manager/County Attorney, Ike McRee, reviewed the contract amendment that provides additional compensation for serving as Interim County Manager. Commissioner White moved for approval. The motion was seconded by Commissioner Mary Etheridge. The motion carried, 7-0.

Communication: Sept. 7, 2021 Minutes (Approval Of Minutes: 9/7/2021, SM-6/3/2021)

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Bob White, Commissioner
SECONDER: Mary "Kitty" Etheridge, Commissioner
AYES: Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

C) Board Appointments

1. Jury Commission

Commissioner Jarvis nominated Liz Hodgins to serve on the Jury Commission. Commissioner McCord seconded the motion. The motion carried, 7-0.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Selina S. Jarvis, Commissioner
SECONDER: Kevin E. McCord, Commissioner
AYES: Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

2. Parks and Recreation Advisory

Commissioner McCord nominated Bobby Gelormine to serve on the Parks and Recreation Advisory. Commissioner J. Owen Etheridge seconded the motion. The motion carried, 7-0.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Kevin E. McCord, Commissioner
SECONDER: J. Owen Etheridge, Commissioner
AYES: Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

D) Consent Agenda

Commissioner Beaumont moved for approval of the Consent Agenda. Commissioner J. Owen Etheridge seconded the motion. The motion carried, 7-0.

RESULT: APPROVED [UNANIMOUS]
MOVER: Paul M. Beaumont, Vice Chairman
SECONDER: J. Owen Etheridge, Commissioner
AYES: Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

1. Budget Amendments

| | | Debit | Credit |
|---------------------------|--|---|---|
| | | Decrease Revenue or Increase Expense | Increase Revenue or Decrease Expense |
| <u>Account Number</u> | <u>Account Description</u> | | |
| 56868-590009 | TEST WELL (DEEP) 2022 | \$ 750,000 | |
| 56390-495066 | T F - SOBWS OPERATING FUND | | \$ 750,000 |
| | | \$ 750,000 | \$ 750,000 |
| | | | |
| Explanation: | Southern Outer Banks Construction Fund (56868) - Increase appropriations to construct a Test Deep Well in Corolla. | | |
| | | | |
| | | | |
| Net Budget Effect: | Southern Outer Banks Construction Fund (56) - Increased by \$750,000. | | |

| | | Debit | Credit |
|---------------------------|---|---|---|
| | | Decrease Revenue or Increase Expense | Increase Revenue or Decrease Expense |
| <u>Account Number</u> | <u>Account Description</u> | | |
| 55818-591005 | DEEP WELL AND CONNECT TO RO PLANT 2022 | \$ 950,000 | |
| 55390-495610 | TRANSFER FROM MAINLAND WATER SYS DEV FEE FUND | | \$ 350,000 |
| 55390-495061 | TRANSFER FROM MAINLAND WATER OPERATING FUND | | \$ 600,000 |
| | | \$ 950,000 | \$ 950,000 |
| | | | |
| Explanation: | Mainland Water Construction Fund (55818) - Increase appropriations in the Mainland Water Construction Fund for design and construction of a Deep Well and connection of that well to the Mainland Water Reverse Osmosis Plant in Maple. | | |
| | | | |
| | | | |
| Net Budget Effect: | Mainland Water Construction Fund (55) - Increased by \$950,000. | | |

Communication: Sept. 7, 2021 Minutes (Approval Of Minutes: 9/7/2021, SM-6/3/2021)

| | | Debit | Credit |
|---------------------------|--|---|---|
| | | Decrease Revenue or Increase Expense | Increase Revenue or Decrease Expense |
| <u>Account Number</u> | <u>Account Description</u> | | |
| 10541-590000 | Capital Outlay | | \$ 16,000 |
| 10541-536000 | Uniforms | \$ 14,300 | |
| 10541-532000 | Supplies | \$ 1,700 | |
| | | \$ 16,000 | \$ 16,000 |
| Explanation: | Fire Services (10541) - Transfer budgeted funds appropriated for new sets of turn-out gear to uniforms/supplies for replacement equipment on existing sets of turn-out gear. | | |
| Net Budget Effect: | Operating Fund (10) - No change. | | |

2. Project Ordinance-Deep Well Test Bores-SOBWS

COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

SECTION 1. The project authorized is design and construction of a Southern Outer Banks Water System Test Deep Well.

SECTION 2. The following amounts are appropriated for the project:

| | |
|--------------------------------------|-------------------|
| Deep Well and Connection to RO Plant | \$ 950,000 |
| | <u>\$ 950,000</u> |

SECTION 3. The following funds are available to complete this project:

| | |
|--|-------------------|
| Transfer from Mainland Water System Dev Fees | \$ 350,000 |
| Transfer from Mainland Water System Fund | \$ 600,000 |
| | <u>\$ 950,000</u> |

Communication: Sept. 7, 2021 Minutes (Approval Of Minutes: 9/7/2021, SM-6/3/2021)

SECTION 4. The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

SECTION 6. CONTRACTUAL OBLIGATIONS

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

SECTION 7. USE OF BUDGET ORDINANCE

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 7th day of September 2021.

3. Project Ordinance-Mainland Water Deep Well and Maple Plant Connection

COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

SECTION 1. The project authorized is design and construction of a Deep Well and Pipe to connect Deep Well to the Mainland Reverse Osmosis Plant.

SECTION 2. The following amounts are appropriated for the project:

Communication: Sept. 7, 2021 Minutes (Approval Of Minutes: 9/7/2021, SM-6/3/2021)

| | |
|--------------------------------------|-------------------|
| Deep Well and Connection to RO Plant | \$ 950,000 |
| | <u>\$ 950,000</u> |

SECTION 3. The following funds are available to complete this project:

| | |
|--|-------------------|
| Transfer from Mainland Water System Dev Fees | \$ 350,000 |
| Transfer from Mainland Water System Fund | \$ 600,000 |
| | <u>\$ 950,000</u> |

SECTION 4. The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

SECTION 6. CONTRACTUAL OBLIGATIONS

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

SECTION 7. USE OF BUDGET ORDINANCE

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 7th day of September 2021.

4. Sole Source Purchase Resolution-Kamstrup Meter Equipment, Mainland Water

RESOLUTION AUTHORIZING THE PURCHASE OF KAMSTRUP METERS FROM FORTILINE, INC. THROUGH SOLE SOURCE PURCHASE PURSUANT TO N.C. GEN. STAT. §143-129(e)(6)

WHEREAS, N.C. Gen. Stat. §143-129(e)(6) authorizes a unit of local government to purchase apparatus, supplies, materials or equipment when standardization or compatibility is an overriding consideration; and

WHEREAS, proper functioning of the county's Mainland Water System requires replacement meters compatible with existing systems equipment; and

WHEREAS, as the sole and exclusive distributor of Kamstrup AMR and AMI meters in the State of North Carolina, Fortiline, Inc. is the only entity capable of providing the county with meters compatible with current Mainland Water System equipment and operational systems; and

WHEREAS, Mainland Water System has been using Fortiline, Inc. to construct, develop and upgrade its system; and

WHEREAS, Mainland Water Department needs replacement meters and Fortiline, Inc. is supplier of compatible meters; and

WHEREAS, Fortiline, Inc. is supplying Mainland Water Department with one thousand nine hundred twenty-nine 5/8x3/4 FlowIQ 2100 Kamstrup meters at a cost of \$175/meter; and

WHEREAS, the total cost for the Mainland Water Department meter purchase is \$337,575.00.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for Currituck County, North Carolina as follows:

Section 1. The County of Currituck is authorized to enter into a contract in the amount of \$337,575.00 with Fortiline, Inc. for the sole source purchase of FlowIQ 2100 Kamstrup meters in accordance with the sole source provision requirements set forth by N.C. Gen. Stat. §143-129(e)(6). Further, the County Manager is authorized to execute the agreement with Fortiline, Inc. for the acquisition apparatus, materials, and equipment acquisition described in this resolution and the proposed contract.

Section 2. This resolution shall be effective upon its adoption.

This the 7th day of September, 2021.

5. Surplus Resolution and Authorization for Deputy James Henning to Purchase His Service Weapon in the Amount of \$1.00 Upon Retirement

Communication: Sept. 7, 2021 Minutes (Approval Of Minutes: 9/7/2021, SM-6/3/2021)

WHEREAS, the Currituck County Board of Commissioners, during its regular meeting held on Tuesday, September 7, 2021, authorized the following property listed below be declared surplus and disposed of; and

WHEREAS, Sheriff Matt Beickert has requested that upon the retirement of Deputy James Henning that his service weapon, a Glock 45 handgun, Serial No. BSBD914, be given to him. Mr. Henning has made the request to purchase same upon his retirement.

ADOPTED, this the 7th day of September, 2021.

6. Personnel Policy-Cross Connection ORC Incentive Plan

7. Job Description Revisions-Variou

8. Records Disposal-Planning and Community Development

9) Approval Of Minutes: 8-16-21 / SM 7-16-21

1. Minutes for August 16, 2021

2. BOC/BOE Joint Meeting-July 21, 2021

E. Amended-Resolution to Establish the Board of Commissioners Regular Meeting Time

The Resolution to change meeting time, as agreed to at the earlier Work Session, was reviewed by Ike McRee, Interim County Manager/County Attorney, and sets the regular meeting time to 6:00 PM. The Resolution will be published and posted as required by North Carolina Statute.

Commissioner J. Owen Etheridge moved for approval. Commissioner White seconded the motion. The motion carried, 7-0.

RESOLUTION OF THE BOARD OF COMMISSIONERS FOR CURRITUCK COUNTY, NORTH CAROLINA ESTABLISHING THE REGULAR MEETING TIME AND PLACE FOR BOARD OF COMMISSIONERS MEETINGS

WHEREAS, pursuant to N.C. Gen. Stat. §153A-40 a board of commissioners shall hold a regular meeting at least monthly; and

WHEREAS, pursuant to N.C. Gen. Stat. §153A-40 a board of commissioners may by resolution fix the time and place of its regular meetings.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for the County of Currituck, North Carolina that:

Section 1. Beginning with its meeting on September, 20, 2021, the Currituck County Board of Commissioners shall hold its regular meetings on the first Monday of

each month at 6:00 p.m. and the third Monday of each month at 6:00 p.m. in the Commissioners Meeting Room of the Historic Currituck Courthouse, 153 Courthouse Road, Currituck, North Carolina 27929.

Section 2. The Clerk to the Board of Commissioners shall post a copy of this resolution on the Historic Currituck Courthouse bulletin board and cause its publication no less than ten days prior to September 20, 2021.

Section 3. This resolution shall be effective upon its adoption.

ADOPTED this 7th day of September, 2021.

| | |
|------------------|--|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | J. Owen Etheridge, Commissioner |
| SECONDER: | Bob White, Commissioner |
| AYES: | Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner |

WORK SESSION

1. County Manager Search and Recruitment

A brief recess was called at 6:53 PM. The meeting reconvened at 7:00 PM and the Board held a work session to discuss the County Manager search and recruitment process.

Chairman Payment began the work session by asking Board members to comment on whether they prefer to have County Attorney, Ike McRee, continue in the role of Interim County Manager or to hire someone from the outside to serve as Interim until a new manager is selected. Commissioners discussed the pros and cons of Mr. McRee continuing as Interim and cited his capability, professionalism and knowledge of the County and its history as reasons for him to continue. Concerns were expressed with Mr. McRee serving dual roles as County Manager and County Attorney and the need for someone experienced with budget preparation.

Following discussion, Board members were polled by Chairman Payment and he, Commissioner Mary Etheridge, Commissioner Jarvis, Commissioner McCord and Commissioner White were in favor of Mr. McRee continuing as Interim Manager until a permanent replacement is found.

Commissioners discussed how they wanted to move forward with recruitment. Commissioner Jarvis suggested using a hybrid method, as proposed at a prior Work Session by Neal Emory of the North Carolina Association of County Commissioners. Chairman Payment and Commissioners J. Owen Etheridge and Paul Beaumont agreed to work together to compile information and move the process forward. Commissioners asked staff to provide sample Requests for Proposals (RFPs) to use as templates to hire an executive search firm and to research on-line job sites.

Commissioners chose to require a new manager to reside in the County, allowing ample time for relocation as needed. For future discussion, Commissioner Beaumont will

receive and compile comments from Board members on the experience, qualities and qualifications they want to see in a County Manager for future discussion. There was no further discussion and the Work Session concluded at 7:33 PM.

ADJOURN

Motion to Adjourn Meeting

The Board had no further business. Commissioner White moved to adjourn. The motion was seconded by Commissioner Jarvis. The motion carried, 7-0, and the meeting of the Board of Commissioners concluded at 7:33 PM.

| | |
|------------------|--|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Bob White, Commissioner |
| SECONDER: | Selina S. Jarvis, Commissioner |
| AYES: | Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner |



CURRITUCK COUNTY NORTH CAROLINA

June 3, 2021

Minutes – Special Meeting of the Board of Commissioners

9:00 AM CALL TO ORDER

The Currituck County Board of Commissioners met at 9:00 AM in the Historic Courthouse Conference Room, 153 Courthouse Road, Currituck, North Carolina, for a Special Meeting. The purpose of the meeting was to receive information from Emergency Management staff on Hurricane Preparation and Preparedness.

| Attendee Name | Title | Status | Arrived |
|------------------------|---------------|---------|---------|
| Michael H. Payment | Chairman | Present | |
| Paul M. Beaumont | Vice Chairman | Absent | |
| J. Owen Etheridge | Commissioner | Present | |
| Mary "Kitty" Etheridge | Commissioner | Present | |
| Selina S. Jarvis | Commissioner | Present | |
| Kevin E. McCord | Commissioner | Absent | |
| Bob White | Commissioner | Present | |

WORK SESSION-HURRICANE PREP PRESENTATION, EMERGENCY MANAGEMENT

Emergency Management Director, Mary Beth Newns, and Deputy Emergency Management Coordinator, Steven Pyle, discussed the processes and procedures followed by the department to plan and prepare for hurricanes and severe weather events in Currituck County. Using a powerpoint, Ms. Newns and Mr. Pyle reviewed the steps for pre-hurricane preparation, coordination and communication with other state and local jurisdictions, and post-storm activity related to damage assessment and debris management. After a review of a new Debris Management map developed through GIS and Commissioners' participation in a Jeopardy game developed by the Emergency Management staff, Board members suggested both the map and game be submitted to be considered for the Excellence in Innovation Award through the North Carolina Association of County Commissioners and National Association of Counties. Ms. Newns and Mr. Pyle provided additional information in response to questions posed by Commissioners during presentation.

ADJOURN

With the presentation and discussion concluded, the Special Meeting of the Board of Commissioners adjourned at 11:10 AM.

Communication: SM Minutes-6-3-2021 (Approval Of Minutes: 9/7/2021, SM-6/3/2021)

Number TDA20220003

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 20th day of September 2021, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

| | | Debit | Credit |
|-----------------------|-----------------------------------|---|---|
| <u>Account Number</u> | <u>Account Description</u> | <u>Decrease Revenue or Increase Expense</u> | <u>Increase Revenue or Decrease Expense</u> |
| 15447-587050 | T T - County Govt Facilities Fund | \$ 275,000 | |
| 15320-415000 | Occupancy Tax | | \$ 275,000 |
| | | <u>\$ 275,000</u> | <u>\$ 275,000</u> |

Explanation: Tourism Related Expenses (15447) - Increase appropriations to budget for Phase I Stabilization of the Historic Jail in Currituck.

Net Budget Effect: Occupancy Tax Fund (15) - Increased by \$200,000.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends-Sep 20_TDA (TDA Budget Amendments)

Number TDA20220004

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 20th day of September 2021, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

| <u>Account Number</u> | <u>Account Description</u> | Debit | Credit |
|-----------------------|----------------------------|---|---|
| | | <u>Decrease Revenue or Increase Expense</u> | <u>Increase Revenue or Decrease Expense</u> |
| 15442-526200 | Promotional Efforts | \$ 5,962 | |
| 15447-545000 | Contract Services | \$ 2,380 | |
| 15447-545002 | Historic Preservation | \$ 29,481 | |
| 15447-590000 | Capital Outlay | \$ 150,420 | |
| 15390-499900 | Appropriated Fund Balance | | \$ 188,243 |
| | | <u>\$ 188,243</u> | <u>\$ 188,243</u> |

Explanation: Tourism Promotion (15442); Tourism Related Expenses (15447) - Increase appropriations or funds encumbered in prior fiscal year but not completed by June 30, 2021.

Net Budget Effect: Occupancy Tax Fund (15) - Increased by \$188,243.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends-Sep 20_TDA (TDA Budget Amendments)

Number TDA20220005

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 20th day of September 2021, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

| | | Debit | Credit |
|-----------------------|----------------------------|---|---|
| <u>Account Number</u> | <u>Account Description</u> | <u>Decrease Revenue or Increase Expense</u> | <u>Increase Revenue or Decrease Expense</u> |
| 15447-545004 | Corolla Wild Horse Fund | \$ 69,200 | |
| 15390-499900 | Appropriated Fund Balance | | \$ 69,200 |
| | | <u>\$ 69,200</u> | <u>\$ 69,200</u> |

Explanation: Tourism Related Expenses (15447) - Increase appropriations to fund the Corolla Wild Horse fund for herd maintenance.

Net Budget Effect: Occupancy Tax Fund (15) - Increased by \$69,200.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends-Sep 20_TDA (TDA Budget Amendments)

Number OS2022001

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Ocean Sands Water and Sewer Authority, at a meeting on the 20th day of September 2021, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

| <u>Account Number</u> | <u>Account Description</u> | Debit | Credit |
|-----------------------|--------------------------------|---|---|
| | | <u>Decrease Revenue or Increase Expense</u> | <u>Increase Revenue or Decrease Expense</u> |
| 60808-545001 | Contract Services | \$ 3,740 | |
| 60808-590001 | Capital Outlay | \$ 15,948 | |
| 60390-499900 | Appropriated Retained Earnings | | \$ 19,688 |
| | | <u>\$ 19,688</u> | <u>\$ 19,688</u> |

Explanation: Ocean Sands Water and Sewer (60808) - To carry forward funds that were encumbered in the prior fiscal year but had not been paid out by June 30, 2021.

Net Budget Effect: Ocean Sands Water and Sewer District Fund (60) - Increased by \$ 19,688 .

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudA mends-Sept 20_Ocean Sands (OSWSD Budget Amendments)