

Jefferson County Board Supervisor Qualifications, Duties and Expectations

Purpose:	<p>The Jefferson County Board is a leadership body which makes policy determinations with regard to:</p> <ol style="list-style-type: none">1. The services and programs the County provides (the range of services currently provided includes programs that foster economic opportunity, public safety, transportation, health, recreation, education, environmental protection).2. Resource allocation.3. Levying property taxes or approving borrowings adequate to fund expenditures.4. Individual Board members contribute to the policy making through information gathering and analysis, constituent contacts, public hearings, public debate and voting on policy issues.
Minimum Qualifications:	<p>The Wisconsin Statutes establish these minimum qualifications for individuals seeking County Board membership:</p> <ol style="list-style-type: none">1. Must be a United States citizen.2. Must be 18 years of age.3. Must reside in the district for which election is sought.4. Has not been convicted of a felony or a misdemeanor involving a violation of public trust for which has not been pardoned.
Additional Qualifications	<ol style="list-style-type: none">1. Strategic thinking including the ability to make decisions with an awareness of the future and an awareness of the implications of each decision.2. A genuine commitment to public service.3. Good communication skills.4. Respect for others and appreciation of differences in perspective. <p>Patience and perseverance (acceptance that County Government is a process that takes time and that success in this unique environment often times comes from the ability to build consensus).</p>

<p>Estimated Time Commitment:</p>	<p>The leadership of the County Board estimates that a minimum time commitment of 15 hours per month will be necessary to be an effective County Board member. It is expected that a County Board member attend the monthly County Board Meetings at 7:00 p.m. (usually the second Tuesday of the Month), and any required meetings for at least one assigned standing committee usually held during the work day (Monday through Friday). Additional time is required to read information, including committee minutes, prepare for meetings and fulfill statutory responsibilities.</p> <p>County Board members who cannot attend a meeting are expected to report the absence in advance as a courtesy to the other members.</p>
<p>Specific Duties:</p>	<ol style="list-style-type: none"> 1. Considering and acting upon ordinances and resolutions that come before the Board which set policy for the County Government. 2. Analyzing and adopting the annual budget. 3. Communicating observations and opinions with regard to the County Administrator's job performance to Board leadership. 4. Participate in establishing Board policies and rules. 5. Reviewing and updating public policies already in place by attending assigned committee meetings and monthly Board meetings. 6. Considering and acting upon statutorily required matters, including department head appointments, zoning amendments, farmland preservation agreements and claims against the County. 7. Communicating with residents and groups with regard to policy preferences and assisting residents with individual concerns/problems. 8. Participate in setting goals for the County Administrator. 9. Advocacy on behalf of the County with state officials on policy issues germane to welfare of the residents of Jefferson County. <p>Follow applicable County and State Ethics Codes for local elected officials that includes prohibiting officials from taking action that benefits self interest.</p>

Expectations:

1. Dress appropriately for County Board meetings to present a professional face of County government.
2. Ongoing education –Learn and attend educational seminars and workshops.
3. Become familiar with and follow Parliamentary Procedure at committee and County Board meetings.