

**MORGAN COUNTY COMMISSIONERS
RIECKER BUILDING**

The Board of Morgan County Commissioners met in their office Monday, May 5, 2025.
The meeting was called to order at 8:30am with the pledge of allegiance to the flag.

Cecil Mayle, President
Heidi Maxwell, Vice-President
Steve Best, Member

The commissioners did the following over the past week:

Commissioner Best and Commissioner Mayle conducted interviews on Wednesday for the EMA Coordinator position.

*Commissioners are in receipt of April expense, revenue and statement of cash report from the Morgan County Auditor.

25-234- Motion by Mr. Best and seconded by Mrs. Maxwell to approve the minutes of April 28, 2025.

Mr. Mayle yea, Mrs. Maxwell yea, Mr. Best yea Motion Carried

Al Eltringham, Riecker Maintenance

Bragg's started installing new carpet and as of Friday 12-27-24 the conference rooms on the 2nd and 3rd floors and the Treasurer's office are completed. They are moving to the Recorder's office 12-30-24 Commissioner's finished 1-2-25 Recorders Office is finished 1-10-25 Now working on the extension Office 1-8-25. Carpet will be replaced in the Auditors office 2-1-25 Auditors office Carpet replacement has been completed 2-2-25. Engineer is next to be done and they should start in late April.

General Maintenance and Service Contract from Kone Elevator Company has been approved and sent back to Mitch McConnell of Kone Elevator Company. Approved 4-28-25

Cleaned and mowed Grove Park and Commons, and there is still Christmas Decorations in the park and other equipment at the Commons. 4-16-25

Cleaned and mowed the Dirt Pile Lot. 4-17-25

Ordered door stops for the Sheriff's office. 4-18-25

Able's Heating and Cooling replaced contactor on second floor unit at the Courthouse 4-28-25
Moved tractor and zero turn back to the old garage. 4-28-25

Water Drainage and Debris Removal

Discussion centered on heavy rainfall, with references to large volumes of water. Water was coming in from multiple points, and there was planning underway to manage the water and clean up. The main drainage challenge is a three-inch drain through a door in Wiltshire, which is prone to blockage from leaves and maple wood pods falling from nearby trees. Mr. Eltringham noted there is currently no way to install a blocker in Wiltshire, making cleaning efforts more difficult, especially after recent hard rains.

Building Infrastructure and Repair Needs

The building has experienced water intrusion, including water coming through the floors on one side last week. The issue is not related to the new window but rather to other vulnerabilities. There is a cracked and weak plate running around the edge of the building, which is part of the hardware and requires resurfacing. There was also discussion about securing a large oak tree on top of the structure by chaining it to the ground to prevent movement or damage. In the past, when the tree was not secured, it ended up in different locations around the park.

Historical Equipment Damage and Financial Impact

A previous incident was recounted where, in the first year, failure to change an installation led to equipment being moved to various spots around the park. In subsequent years, a bayonet was broken off a statue and used to stab holes through the foliage, resulting in \$800 in costs for the county to repair and replace the tank and damaged foliage. The county had to pay for these repairs, highlighting the need for better preventive measures.

Fairgrounds Equipment and Safety Concerns

There was uncertainty about whether equipment for the fairgrounds would be installed for the upcoming weekend.

Missy Fisher, JFS

Timesheet

25-235- Motion by Mrs. Maxwell and seconded by Mr. Best to approve the mandated share or the month of May 2025, \$3,278.83.

Mr. Mayle yea, Mrs. Maxwell yea, Mr. Best yea Motion Carried

Mary Bogatay, Senior Nutrition Program

Ms. Bogatay announced that Rachel Baker will be taking over her position. Ms. Bogatay will remain through the end of August to assist Rachel Baker during the transition period and help her get started. The transition is already underway, and will be available to support Rachel as she assumes the new role.

Julie Gridley, Pound Keeper

Surrendered:

Adoptions: 1 dog adopted

Donations: We received \$50.00 donations from a donor who wishes to remain anonymous. In addition, a \$25.00 donation from a couple who adopted one of the dogs.

Strays: one stray

Volunteers: Janelle and her brother. Thank you for all your help.

We also want to remind everyone if we don't have a certain breed of dog you are looking for, please visit the S.P.O.T. website. Susan has plenty of dogs looking for forever homes.

Euthanasia Documentation Policy

Discussion centered on a new policy change initiated by the prosecutor requiring more detailed and precise documentation for all dog euthanasia cases. This includes recording the date, breed, and specifically the method of euthanasia on official paperwork, not just in the black book. The policy change is in response to recent reviews and investigations, including those by Brad Bond and Craig, which highlighted deficiencies in current documentation practices. There will be a meeting involving Julie, Becky, and Kelly Caldwell to review and implement these changes, ensuring all euthanasia records are compliant and legally defensible. The importance of proper paperwork for legal protection and court cases was emphasized, as incomplete records have previously hindered prosecutions.

Adoption Fee and Portal Update

The team discussed raising the adoption fee to \$150 and the necessary steps to update the dog tag portal accordingly. There was clarification that, according to the Ohio Revised Code, the

adoption fee can be changed by vote between February and August, but the portal must be updated by Deputy Auditor Jessica Junn prevent discrepancies. The process for handling donations and ensuring they are allocated to the correct funds was also mentioned, with a note about a recent \$50 donation and the need for transparency in financial handling.

Association Membership and Regulatory Access

Consideration was given to joining the Ohio Dog Boarding Association for a \$250 fee. Becky recommended that both she and the keeper become members to gain access to new and upcoming rules, regulations, and laws affecting dog boarding and shelter operations. Membership is seen as beneficial for staying informed about regulatory changes and improving compliance, especially given the anticipated increase in paperwork and procedural requirements.

Kennel Replacement and Facility Capacity

The need to replace old kennels was discussed due to rusted and hazardous components, which pose risks to the dogs. It was also reported purchasing three new kennels from Amazon at \$100 each but noted that more are needed. The facility currently has a capacity for eight dogs, and when full, an alternative arrangement using a barn near the high school is available. The barn's suitability and available crates were mentioned as considerations for overflow situations. There was also discussion about the need to address gaps under the fence that allow animals to escape, and the ongoing maintenance challenges with the facility.

Inter-agency Coordination and Record Keeping

The importance of maintaining comprehensive records was reiterated, including the use of a black book to document dog intake, euthanasia details, and legal paperwork. Communication with an external party such as Brad Bond regarding the transfer of Maddie, (a lab being considered for service dog training) was discussed to ensure proper transfer, adoption, and investigation processes. Ms. Gridley also mentioned efforts to find placements for dogs to avoid euthanasia, including working with other facilities.

Miscellaneous Operational Concerns

Additional operational issues were raised, such as persistent gaps under the fence that allow dogs and cats to enter and exit freely, and the need for the original installers to address these problems. There were also discussions about handling pit bull incidents, antibiotic treatments following dog bites, and the process for reporting such incidents. The allocation of donations into appropriate

funds and the importance of accurate financial tracking were also noted. She also expressed concerns about job security due to changes in county enforcement practices, such as holding dog owners more accountable and the impact of new policies on staff roles.

John Wilt, EMA/911

- Ohio Emergency Operations Center coordination calls monthly on 3rd Thursdays at 1300 hours
- Continuous review and revision of Emergency Operations Plans.
- Mitigation planning is still on hold awaiting information from State EMA.
- Participated in interviews for 3 job candidates.

9-1-1 Report to Commissioners, 5/5/2025

- Continuing to populate data for Sundance CAD. Dispatchers are using CAD in a practice environment currently. Migration date will be end of May
- Continue working with APCO for Intellicomm implementation, guidecard review, training, etc.
- eDispatches project is finally moving forward with Reinersville VFD, M&M VFD, and Penn VFD on board. Other departments still need to advise eDispatches that they accept 9-1-1 holding the master account and transition will be complete.
- Judge Wells has approved the installation of radios in courthouse and antennas on the roof. Still working on logistics of providing uninterruptable power.
- Issues have developed with Eventide, our recorder. This is due to data feed from Guardian. ComTech, Solacom, and Interaction Insight are working on the issues.
- Admin line porting completed today.
- MIS training Tuesday
- NDST Test Wednesday
- DLZ Architects Thursday 13

John Telez, Engineer; Steve Hook, Deputy Engineer

25-236- Motion by Mr. Best and seconded by Mrs. Maxwell to approve the Memorandum of Understanding made by and between the Morgan County Board of County Commissioners and the Morgan County Engineer is in fulfillment of an agreement between the parties to provide services to residents of Morgan County, Ohio for a Sanitary Engineer and Floodplain Administrator. See Attachment A

Mr. Mayle yea, Mrs. Maxwell yea, Mr. Best yea Motion Carried

Discussed the need for additional lights: one for the power pole, two at the shop, two at the garage, one at the dog pound, and one for the Veteran's Memorial Bridge It was clarified that payment for these lights is the responsibility of the group, and they will pay for the lights as needed.

FEMA and Property Ownership Disputes

There was discussion about FEMA's attempt to purchase a property that was later flooded and demolished. The owner had previously bought the property for \$30,000 or \$40,000 and refused to sell for \$70,000 through the FEMA program. There is confusion over property boundaries and ownership after FEMA's involvement, with some residents believing they still own land that may have transferred to public or county ownership. There are also adjacent county lots and questions about whether campers or boats are parked on county or private property.

Engineer Telesz referenced an agreement with the sanitary sewer engineer and a memorandum of understanding. The agreement specifies payout details from a designated account and needs to be signed and entered into the meeting minutes.

Becky Thompson, Dog Warden

-Submitted report

-Full report can be found online at:

https://www.morgancounty-oh.gov/dog_warden_reports.html

Shannon Wells, Development Office

Shannon Wells and Brad Peoples, Ohio SE met with RK Roasters and Atlantic Emergency on April 30, 2025. On May 7, 2025 business visits will take place with Follow the River Environmental and Schaad and Sons.

Shannon Wells and Adam Shriver attended a zoom meeting on May 1, 2025 for an update on the McConnellsville downtown improvement project.

Shannon Wells and Adam Shriver met with RCAP regarding a sewer project in the Village of McConnellsville and partnering with writing a CDBG grant for the village.

A meeting of the Morgan County Land Bank Reutilization Corporation will be at 9:00am on May 7, 2025.

25-237- Motion by Mrs. Maxwell and seconded by Mr. Best to approve entering into a contract with Shriver Septic and Excavation LLC for \$ 7,900.00 for the Home Sewage Treatment System Program Contract 24-1C for the repair of two septic systems. This resolution will be contingent upon funding.

The following addresses will be provided services:

695 E Shrivens Rd Stockport, OH 43787 (Septic Repair)

2666 Stoney Point Rd Malta, OH 43758 (Septic Repair)

Mr. Mayle yea, Mrs. Maxwell yea, Mr. Best yea Motion Carried

Jeff Babcock, IT Administrator

The Commissioners discussed the quotes for a new fire alarm at the Morgan County Health Department with the IT Director. The quote from Advanced Business Communications (ABC) was \$15,000 cheaper than the quote provided by Johnson Controls. Both companies proposed a similar fire alarm system with the only major difference being how the alarm panel connected to the monitoring company. As such, the Commissioners opted to proceed with ABC's quote.

A new video conference system was set up at the Courthouse for the main court room. The cart used on the old system was starting to fail; the television could not be held straight upright. The

camera on the old system was also causing problems as it was not meant to be used as a computer webcam. A new television, cart, and camera were procured and installed for remote proceedings in the Courthouse.

The IT Director's office area in the Courthouse was cleaned up and a spare workstation was built and installed next to the Courthouse server rack.

Transfers, Then & Now, Supplemental Appropriations & Utility Applications

None

25-238-Motion by Mr. Best and seconded by Mrs. Maxwell to approve payment of bills. *See attached*

Mr. Mayle yea, Mrs. Maxwell yea, Mr. Best yea Motion Carried

25-239- Motion by Mr. Best and seconded by Mrs. Maxwell to recess the commissioners meeting at 4:00pm.

Mr. Mayle yea, Mrs. Maxwell yea, Mr. Best yea Motion Carried

25-240- Motion by Mrs. Maxwell and seconded by Mr. Best to reconvene the commissioners meeting Wednesday, May 7, 2025 at 9:00am for Land Bank meeting.

Mr. Mayle yea, Mrs. Maxwell yea, Mr. Best yea Motion Carried

25-241- Motion by Mrs. Maxwell and seconded by Mr. Best to adjourn the commissioners meeting Wednesday, May 7, 2025 at 11:00am.

Mr. Mayle yea, Mrs. Maxwell yea, Mr. Best yea Motion Carried

Cecil Mayle, President

Heidi Maxwell, Vice-President

Steven Best, Member

Sheila Welch, Clerk

Attachment A:

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made by and between the Morgan County Board of Commissioners (Commissioners) and the Morgan County Engineer (Engineer) in fulfillment of an agreement between the parties to provide services to residents of Morgan County, Ohio for a Sanitary Engineer and Floodplain Administrator.

WHEREAS, Commissioners have determined that it is necessary and essential to have a person or persons designated as the county Sanitary Engineer and Floodplain Administrator and to provide those services to Morgan County; and

WHEREAS, the Commissioners have requested that the Morgan County Engineer provide the additional duties of Sanitary Engineer and Floodplain Administrator; and

WHEREAS, The Morgan County Engineer, John Telesz has accepted the offer to assume the duties of the Morgan County Sanitary Engineer as described in the attached position description [Exhibit A]; and

WHEREAS, The Morgan County Engineer, John Telesz has accepted the offer to assume the duties of the Floodplain Administrator as described in the attached position description [Exhibit B]; and

WHEREAS, pursuant to Ohio Revised Code Sections 315.14 and 6117.01, the Commissioners have adopted Resolution No. 25-236 on the 5th day of MAY, 2025 to authorize the President of the Board of Commissioners to enter into this Memorandum of Understanding;

NOW THEREFORE, the parties have agreed to the following Terms and Conditions to complete this agreement and Memorandum of Understanding:

1. The Effective Date of the Memorandum of Understanding is January 1, 2025.
2. The period of performance for this Memorandum of Understanding shall be from January 1, 2025 through and including December 31, 2025 on an as needed basis.
3. The Morgan County Engineer, John Telesz, shall receive compensation for performing the duties of the Morgan County Sanitary Engineer at a pay rate of \$35,000 per year and paid to said Engineer in accordance with Morgan County payroll policies and procedures.
4. The Morgan County Engineer, John Telesz, shall perform the duties of the Morgan County Floodplain Administrator during the period of performance of this Memorandum of Understanding per the attached position description with no additional compensation.

5. The compensation paid to the Engineer for performing the duties of Sanitary Engineer shall be paid from funds transferred to the County Engineer's Office in account 001-1201-5102.00 A12A2 [Engineer Salary Account].

Signed and Acknowledged by each party on the 5th day of ~~April~~^{May}, 2025.

Morgan County Engineer

Morgan County Commissioners

By  _____
John Telesz, Engineer

by  _____
Cecil Mayle, President

This Memorandum of Understanding prepared by Morgan County Prosecuting Attorney Richard D. Welch, 19 E. Main Street, McConnelsville, Ohio 43756.

EXHIBIT "A"

SANITARY ENGINEER

Classification Title: Morgan County Sanitary Engineer

Employment Status: Contract

FLSA Status: Exempt

Reports to: Board of Morgan County Commissioners

Department: Sanitary Engineer/Floodplain Administration

Position Overview:

The Sanitary Engineer is responsible for leading strategic short and long-term infrastructure planning, designing and managing the construction and operation of systems that support public health and sanitation. Direct budgeting and financial planning. Serve as liaison with federal, state or local agencies or officials, and the public, on issues pertaining to sanitary waste and wastewater projects or issues.

Essential Duties and Responsibilities:

Develop goals and formulate management policies and operational procedures; execute compliance in support of departmental objectives and in accordance with mandated services.

Direct, coordinate and evaluate all phases of the design, preventative maintenance, inspection, repair for equipment and long-range construction improvement projects of the County's affiliated wastewater utilities.

Design, manage, oversee and execute processes for infrastructure projects, with responsibility for project phases from feasibility through warranty; monitor activity and progress; ensure safety and compliance with contract requirements.

Conduct planning studies of current and future needs of the county for development of sewer services; provide technical knowledge and assistance.

Review facility plans, construction drawings, errors and omissions, potential obstacles or issues and fiscal impact for sewage improvements; submit to Board of Commissioners and to Ohio EPA for approval.

Oversee the development and implementation of the department's budget; operate within budgetary constraints with effort to reduce costs and increase efficiency.

Prepare periodic reports of operations to the Board of Commissioners.

Carry out supervisory responsibilities in accordance with county policies and applicable laws.

Responsibilities include: determining staffing levels; interview and recommend hiring, direct training needs, assign and direct work, discipline, conduct employment-related investigations; address complaints and resolve problems, implement policies, procedures, rules and laws of the department; provide interpretation of county policies, procedures, rules and laws.

Guide labor negotiations, resolve grievances and participate in fact-finding, mediations and arbitrations individually or through subordinates.

Ensure department is in compliance with the Environmental Protection Agency (EPA), Ohio Revised Code, NPDES permitting and other state and federal rules and regulations. Determine project eligibility for state and federal grants.

EXHIBIT "A" (CON'T)

Direct the implementation of safety programs, procedures and accident prevention strategies in accordance with the State of Ohio Public Employment Risk Reduction Program (PERRP). Serve on standing committees, such as, Ohio Public Works Commission, Buckeye Hills Regional Council, County Sanitary Engineers Association of Ohio and any other applicable committee. Maintain and increase knowledge and skills through attendance of meetings, conferences, training seminars and in-service training sessions.

Other Duties and Responsibilities:

Performs other duties as assigned.

Skills Required:

Interpersonal skills and consensus building.

Effective communication (both oral and written).

Basic computer use (e.g. email, word processing, spread sheets, etc.). Use of general office equipment, phone, calculator, copier, fax machine and automobile.

Abilities Preferred:

Analyzes problems, exercises sound judgment, and makes well considered decisions.

Maintains composure in emergency situations and effectively delegates responsibilities to others.

Obtains professional certification(s) as required by the Ohio Revised Code governing sanitary facilities.

Contacts with Others:

Establishes and maintains effective working relationships with Ohio EPA Representatives, Elected Officials, Building Trade Professionals, Laborers, Architects, Engineers, Land Surveyors, Ohio Department of Natural Resources, United States Army Corps of Engineers, Morgan County Health Department, Morgan County Prosecuting Attorney, Morgan County Engineer's Office, Members of the Morgan County Planning Commission and Members of the General Public.

Confidential Data:

Maintains separate sensitive documents that contain Privacy Act Information.

Working Conditions and Usual Physical Demands:

This position involves occasional risks and duties that require special safety precautions. Such duties include, but are not limited to, exposure to outside weather conditions, raw sewerage, toxic and/or caustic chemicals. Visual acuity is required in the performance of this position to include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing duties of this job, the employee regularly exhibits digital dexterity when entering data into a computer. The employee frequently sits and stands for extended periods of time. Vision demands include close, relatively detailed vision when focusing on a computer screen and inspecting construction sites. Exposure to sanitary waste hazards. May involve some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and lifting up to twenty pounds. The employee exhibits normal speaking and hearing demands.

EXHIBIT "A" (CON'T)

Required Knowledge, Abilities and Skills:

Knowledge of standard office practices and procedures; computer software programs and applications; standard English language word usage, spelling, sentence structure and punctuation; Ohio EPA regulations, and the use of the Morgan County Geographical Information System (GIS).

Ability to develop and maintain good working relationships with associates, supervisors, and job contacts; good time management skills, easily adjust to changes and attention to detail.

Skills in verbal and written communication; operating general office equipment; scheduling inspections and accommodating as many as possible per day; coordinating inspections, operating a computer and an automobile (non-concurrent).

Education, Experience, Certificates, Licenses, Registrations

Bachelor's degree in civil, sanitary or environmental engineering with a minimum of ten (10) years of experience as a civil engineer or a closely related engineering discipline in sanitary sewer design, construction management, site or utility design.

Five (5) years of progressively responsible and significant experience in the water and sewer industry, including at least three (3) years of management and supervisory experience.

Must possess a valid State of Ohio Professional Engineer's license.

Valid Driver's License with an acceptable driving record.

EXHIBIT "B"

FLOODPLAIN ADMINISTRATOR

Classification Title: Morgan County Floodplain Administrator

Employment Status: Contract

FLSA Status: Exempt

Reports to: Board of Morgan County Commissioners

Department: Sanitary Engineer/Floodplain Administration

Position Overview:

The Floodplain Administrator is the principal community administrator in the daily implementation of Morgan County flood loss reduction activities including enforcing the community's flood damage prevention ordinance, updating flood maps, plans, and policies of the community, and any of the activities related to administration of the National Flood Insurance Program (NFIP).

Essential Duties and Responsibilities (Floodplain Administration):

Issue permits for development in the community's floodplain and enforce the requirements of the Morgan County Flood Damage Prevention Resolution.

Conducts regular field inspections to confirm that floodplain development is being completed in compliance with issued permits and ensure that all floodplain development is properly accounted for in the permitting process.

Explains floodplain development requirements to community leaders, citizens, and the general public when requested.

Maintains records and documents that keep the community eligible to participate in the FEMA's NFIP and Community Rating System (CRS).

Maintains community floodplain management files, the Digital Flood Insurance Rate Map (DFIRM) files, the Morgan County floodplain management program documents, building permits, variances, FEMA map revisions (Letter of Map Changes/Amendments LOMC/LOMA), and Elevation Certificates (with original signature and required seal).

Maintains the Community Floodplain Management Reference Library.

Reviews, approves or denies updates and revisions to the community's Digital Flood Insurance Rate Maps (DFIRM's).

Assists elected officials in the preparation of Standard Operating Procedures (SOP) for the overall Morgan County Floodplain Management Program as well as formally adopting and periodically updating the Morgan County Flood Damage Prevention Resolution.

Reviews, approves and/or denies updates (revisions) to the Morgan County's Digital Flood Insurance Rate Maps (FIRM's) which occur through remapping efforts such as FEMA Multi-Year Flood Hazard Identification Plan (MHIP) and FIRM map revision actions that include Letters of Change (LOMe), Letters of Map Amendment (LOMA), Conditional Letter of Map Amendment (CLOMA), Letter of Map Revision Based on Fill (LOMR-F), and Conditional Letter of Map Revision Based on Fill (CLOMR-F). The floodplain manager will enforce the requirements described in FEMA/FIA Technical Bulletin 10-01 and FEMA's LOMR-F that require certification that structures built on fill in or near Special Flood Hazard Areas are "reasonably safe from flooding".

EXHIBIT “B” (CON’T)

Reviews all floodplain related projects received from Federal and State Agencies, such as the U.S. Army Corps of Engineers, Natural Resource Conservation Service, Federal and State Department of Transportation (DOT), community departments, and others to ensure compliance with Federal Emergency Management Agency (FEMA), National Flood Insurance Program (NFIP), and Morgan County Flood Damage Prevention Resolution requirements.

Functions as the community representative for all floodplain management and flood mitigation projects. Duties include preparation of applications for funding, supervision of project design, construction management, project implementation, and project close out, for FEMA Hazard Mitigation Grant Program (HMGP), FEMA Flood Mitigation Assistance (FMA) Program, FEMA Pre-Disaster Mitigation (PDM) Program, 406 Mitigation (Public Assistance), and other Federal and state funded floodplain management or mitigation programs.

Ensures that the Floodplain Manager's Office is equipped with sufficient copies of the current community and/or county-wide Flood Insurance Study, Flood Insurance Rate Maps, available GIS, topographic and aerial mapping, Elevation Reference Mark (ERM) data, and floodplain management reference materials. These documents are to be reviewed and updated annually, or as studies and publications become available.

Conducts educational programs for realtors, lenders, builders, engineers, land surveyors, general public, and other interested groups on a scheduled basis. Coordinate these training efforts with the State NFIP Coordinator, FEMA Regional Office, State or National Floodplain Management Associations, Regional Planning Commission, State Hazard Mitigation Officer, and others to capitalize on ongoing training activities. Maintain a supply of floodplain management publications to distribute to the development community and local citizens.

Maintains a current call list and website address list of Federal and state agencies, such as FEMA national and regional office, State Emergency Management Agency offices, United States Corps of Engineers.

Provides technical guidance on the various flood hazard mitigation methods available for citizens of Morgan County including acquisition and relocation; change of elevation; demolition and rebuilding; floodproofing and retrofitting.

Other Duties and Responsibilities:

Performs other duties as assigned.

Skills Required:

Interpersonal skills and consensus building.

Effective communication (both oral and written).

Basic computer use (e.g. email, word processing, spread sheets, etc.). Use of general office equipment, phone, calculator, copier, fax machine and automobile.

Abilities Preferred:

Analyzes problems, exercises sound judgment, and makes well considered decisions.

Maintains composure in emergency situations and effectively delegates responsibilities to others.

Obtains professional certification(s) as required by the Ohio Revised Code governing floodplain administration.

EXHIBIT “B” (CON’T)

Contacts with Others:

Establishes and maintains effective working relationships with Ohio EMA Representatives, Elected Officials, First Responders, Building Trade Professionals, Laborers, Architects, Engineers, Land Surveyors, Ohio Department of Natural Resources, United States Army Corps of Engineers, Morgan County Health Department, Morgan County Prosecuting Attorney, Morgan County Engineer’s Office, Members of the Morgan County Planning Commission Appeals Board and Members of the General Public.

Confidential Data:

Maintains separate sensitive documents that contain Privacy Act Information.

Working Conditions and Usual Physical Demands:

This position involves occasional risks and duties that require special safety precautions. Such duties include, but are not limited to, exposure to outside weather conditions, toxic and/or caustic chemicals. Visual acuity is required in the performance of this position to include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. While performing duties of this job, the employee regularly exhibits digital dexterity when entering data into a computer. The employee frequently sits and stands for extended periods of time. Vision demands include close, relatively detailed vision when focusing on a computer screen and inspecting construction sites. Exposure to flood condition hazards. May involve some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and lifting up to twenty pounds. The employee exhibits normal speaking and hearing demands.

Required Knowledge, Abilities and Skills:

Knowledge of standard office practices and procedures; computer software programs and applications; standard English language word usage, spelling, sentence structure and punctuation; floodplain regulations, the requirements of the National Flood Insurance Program and the use of the Morgan County Geographical Information System (GIS).

Ability to develop and maintain good working relationships with associates, supervisors, and job contacts; good time management skills, easily adjust to changes and attention to detail.

Skills in verbal and written communication; operating general office equipment; scheduling inspections and accommodating as many as possible per day; coordinating inspections, operating a computer and an automobile (non-concurrent).

Education, Experience, Certificates, Licenses, Registrations

Associate degree (A.A.) from a two-year college or technical school; or three (3) years related experience and/or training in emergency management, law enforcement, or fire service, supervisory experience preferred; or an equivalent combination of education and experience.

Certified Floodplain Manager Certification (preferred).

Valid Ohio Motor Vehicle Operator’s License (required).

Compliance with Local, State, and Federal Law:

The Morgan County Floodplain Administrator shall perform all duties in accordance with applicable Local, State, and Federal laws, rules, and regulations relating to the performance of duties as the Morgan County Floodplain Administrator.