

**RESOLUTION NO 21-16**

**RESOLUTION TO CREATE, ACCEPT APPLICATIONS AND APPOINT THE POSITION OF  
EMMET COUNTY BUDGET DIRECTOR**


**IT IS NOW RESOLVED** by the Emmet County, Iowa Board of Supervisors as follows:

- I. That a position be created entitled: "Budget Director" and said position shall be under the control and direction of the Emmet County Board of Supervisors.
- II. That the Board of Supervisors can at any time eliminate said position.
- III. That said position is to be compensated at a salary of \$3,000.00 annually beginning in Fiscal Year 2021.
- IV. That said salary shall be charged to the departmental budget of the Board of Supervisors.
- V. That any future increases in said salary shall be made only by recommendation of Emmet County Compensation Board and shall be treated no differently than recommendations for elected officials.
- VI. That said position shall assist the Emmet County Board of Supervisors in the following:
  - Prepare Annual Budgets under the Control of the Emmet County Board of Supervisors
  - Compile Department Budgets & Organize Budget Work Sessions
  - Enter Departmental Budgets into Emmet County's Financial Software
  - Present Budget Binders to the Emmet County Board of Supervisors
  - Input all budgetary information into the Iowa Department of Management's online Portal & Present the Annual Budget to the Emmet County Auditor for Certification
  - Prepare all budgetary publications for Local Newspapers
  - Prepare the Emmet County Annual Financial Report in the Iowa Department of Management's online Portal & prepare the Annual Financial Publications for Local Newspapers
  - Coordinate with Township Clerks on Joint Budget Public Hearing and input all Township Budgets into the Department of Management Website.
- VII. Emmet County Employees interested in the position may apply for the position beginning May 26, 2021. Applications must be received no later than Friday, June 4, 2021. Applications must include a resume, application and cover letter.
- VIII. The Emmet County Board of Supervisors will form a committee to review application packets and appoint an applicant to the position.

WHEREUPON said resolution was adopted May 25, 2021

  
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Jeff Quastad, Chair Emmet County Board of Supervisors

  
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Amy M. Sathoff, Emmet County Auditor