

Board of County Commissioners

2018 BCC Executive Aid Responsibilities

Courtney V.	Clergy Farm Share Coordinator
Cyndi S.	Boards, Councils, Committee Appointments Facility Management Recycling Coordinator Wellness Champion
Darlina H. (Chair's Office*)	Budget CATS (County Assignment Tracking System)* Pre-approve Proclamations if originated in Chair's Office* Pre-approve blurbs for presentations if originated in Chair's office* Prepare appointments by the Chair* Request for Presentations* Respond to Correspondence * Sign Clergy Letters* Human Resources Law Enforcement Trust Fund OPUS Personnel Support Parking Assignment
Doyle	Public Record Requests
Front Desk	Media Sign-In
Individual Office	Certificates P-Card Payroll Timecards Records Management Stationery
Joshua M.	Emergency Monitor Facility Management Mail/Faxes Telephone Operations Coordinator
Kim G.	Inventory Mail/Faxes Purchasing
Whitney C.	Boards, Councils, Committee Appointments Disaster Survey Coordinator Office Supply/Printing & Engraving Proclamations (Framing)