

Tippecanoe County Board of Commissioners
Meeting
Monday, June 21, 2021
10:00 am
Tippecanoe Room, Tippecanoe County Office Building
20 N 3rd Street, Lafayette, Indiana

TENTATIVE AGENDA

Due to the public health emergency, public comment on agenda items may be submitted prior to the meeting at plbennett@tippecanoe.in.gov. Comments must include Name and Address to be heard. Members of the public may watch the live stream of the meeting at <https://www.facebook.com/TippecanoeCountyIndiana/> and <https://www.youtube.com/channel/UCJleeA9ZQo9EIIgDZTdjurQ/featured>

I. PLEDGE OF ALLEGIANCE

II. APPROVAL OF MINUTES

III. PRESENTATION OF ACCOUNTS PAYABLE VOUCHERS- PAULA BENNETT

IV. PRESENTATION OF PAYROLL- PAULA BENNETT

V. RESOLUTION NO. 2021-22-CM OPT-OUT OF OPIOIDS SETTLEMENT

Documents:

[AGENDA06212021 RESOLUTION NO 2021-22-CM OPT-OUT OF OPIOIDS SETTLEMENT.PDF](#)

VI. RESOLUTION NO. 2021-21-CM INNKEEPER TAX FUND

Documents:

[AGENDA06072021 INNKEEPER TAX FUND 6.1.2021.PDF](#)
[AGENDA06072021 SEA 381-2021 4.26.2021.PDF](#)

VII. RESOLUTION NO. 2021- 23-CM FAIRGROUNDS SUPPORT FUND

Documents:

[AGENDA06212021 FAIRGROUNDS SUPPORT FUND.PDF](#)

VIII. CREATION OF NEW POSITION/PROSECUTOR'S OFFICE - PAT HARRINGTON

Documents:

[AGENDA06212021 ADMINISTRATIVE COORDINATOR AS PAT III \(NEW POSITION\).PDF](#)

IX. APPOINTMENT TO TIPPECANOE COUNTY REDEVELOPMENT COMMISSION

X. UNFINISHED/NEW BUSINESS

XI. PUBLIC COMMENT

Due to the public health emergency, public comment on agenda items may be submitted prior to the meeting at plbennett@tippecanoe.in.gov. Comments must include Name and Address to be heard. Members of the public may watch the live stream of the meeting at [HTTPS://WWW.FACEBOOK.COM/TIPPECANOECOUNTYINDIANA/](https://www.facebook.com/tippecanoeindiana/) and [HTTPS://WWW.YOUTUBE.COM/CHANNEL/UCJIEEA9ZQO9ELLGDZTDJURQ/FEATURED](https://www.youtube.com/channel/UCJIEEA9ZQO9ELLGDZTDJURQ/FEATURED)

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), Tippecanoe County Government will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For more information visit www.tippecanoe.in.gov/ada.

RESOLUTION NO. 2021-22-CM

**RESOLUTION TO OPT OUT OF OPIOIDS SETTLEMENT
PURSUANT TO INDIANA CODE 4-6-15-2**

WHEREAS, Tippecanoe County has been actively engaged in pursuing damages caused by the manufacture, sale, and distribution of opioids through outside counsel in multidistrict litigation; and

WHEREAS, recent legislation adopted by the Indiana legislature and signed into law by the Governor would diminish the potential recovery from various responsible parties per Indiana Code 4-6-15; and

WHEREAS, Tippecanoe County, Indiana, by and through its Board of County Commissioners, after due consideration, has determined that it is in the best interest of its citizens to opt out of the opioids settlements under Indiana Code 4-6-15-2.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Tippecanoe County, that Tippecanoe County, having considered whether to elect to opt out of the opioids settlements under Indiana Code 4-6-15-2, hereby resolves that Tippecanoe County now exercises its election to opt out of the opioids settlements, and directs the President of the Board of Commissioners, as its duly authorized agent, to submit a certified copy of this Resolution to the Indiana Attorney General by June 30, 2021.

Duly adopted by the Board of Commissioners of Tippecanoe County, Indiana, this 21st day of June, 2021.

BOARD OF COMMISSIONERS OF TIPPECANOE COUNTY

Thomas P. Murtaugh, President

David S. Byers, Vice-President

Tracy A. Brown, Member

ATTEST:

Robert Plantenga, Auditor of Tippecanoe County

APPROVED AS TO LEGAL FORM:

Douglas J. Masson, County Attorney

RESOLUTION NO. 2021- -CM
ESTABLISHING COUNTY COUNCIL INNKEEPER’S TAX FUND

WHEREAS, on April 26, 2021, the Governor signed SB 381-2021 which became P.L. 122-2021, amending IC 6-9-7-7; and

WHEREAS, the amendment to IC 6-9-7-7 changed the allocation of revenues from the Tippecanoe County Innkeeper’s Tax such that twenty percent (20%) of such funds shall be distributed as determined by the County Fiscal Body; and

WHEREAS, the County desires to create a County Council Innkeeper’s Tax Fund to receive such funds;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. There is hereby created in the office of Auditor of Tippecanoe County a separate fund to be known as the County Council Innkeeper’s Tax Fund.
2. The Fund shall consist of the money distributed by the Treasurer pursuant to IC 6-9-7-7(b)(6).
3. The Fund shall also consist of amounts appropriated for deposit in the Fund as well as gifts, grants, and donations intended for deposit in the fund.
4. Monies may be expended from such fund for the purposes authorized by the County Council and otherwise permitted by law.
5. Interest on the Fund shall be retained by the General Fund.

Adopted this ____ day of _____ 2021.

BOARD OF COMMISSIONERS OF
TIPPECANOE COUNTY

Thomas P. Murtaugh, President

David S. Byers, Vice President

Tracy A. Brown, Member

ATTEST:

Robert Plantenga, Auditor of Tippecanoe County

First Regular Session of the 122nd General Assembly (2021)

PRINTING CODE. Amendments: Whenever an existing statute (or a section of the Indiana Constitution) is being amended, the text of the existing provision will appear in this style type, additions will appear in **this style type**, and deletions will appear in ~~this style type~~.

Additions: Whenever a new statutory provision is being enacted (or a new constitutional provision adopted), the text of the new provision will appear in **this style type**. Also, the word **NEW** will appear in that style type in the introductory clause of each SECTION that adds a new provision to the Indiana Code or the Indiana Constitution.

Conflict reconciliation: Text in a statute in *this style type* or ~~this style type~~ reconciles conflicts between statutes enacted by the 2020 Regular Session of the General Assembly.

SENATE ENROLLED ACT No. 381

AN ACT to amend the Indiana Code concerning taxation.

Be it enacted by the General Assembly of the State of Indiana:

SECTION 1. IC 6-9-7-7, AS AMENDED BY P.L.189-2018, SECTION 62, IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2021]: Sec. 7. (a) The county treasurer shall establish an innkeeper's tax fund. The treasurer shall deposit in that fund all money received under section 6 of this chapter that is attributable to an innkeeper's tax rate that is not more than five percent (5%).

(b) Money in the innkeeper's tax fund shall be distributed as follows:

(1) ~~Thirty percent (30%) shall be distributed as follows:~~

(A) ~~Before July 1, 2015, and after June 30, 2017, to the department of natural resources for the development of projects in the state park on the county's largest river, including its tributaries;~~

(B) ~~For the period July 1, 2015, through June 30, 2017, to the treasurer of state for deposit in the state general fund.~~

(2) (1) ~~Forty percent (40%) shall be distributed to the commission to carry out its purposes, including making any distributions or payments to the Lafayette - West Lafayette Convention and Visitors Bureau, Inc.~~

(3) (2) ~~Ten percent (10%) shall be distributed to a community development corporation that serves a metropolitan area in the county that includes:~~

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(A) a city having a population of more than sixty-five thousand (65,000) but less than seventy thousand (70,000); and

(B) a city having a population of more than twenty-nine thousand five hundred (29,500) but less than twenty-nine thousand six hundred (29,600);

for the community development corporation's use in tourism, recreation, and economic development activities.

~~(4)~~ **(3)** Ten percent (10%) shall be distributed to Historic Prophetstown to be used by Historic Prophetstown for carrying out its purposes.

~~(5)~~ **(4)** Ten percent (10%) shall be distributed to the Wabash River Enhancement Corporation to assist the Wabash River Enhancement Corporation in carrying out its purposes.

(5) Ten percent (10%) shall be distributed to the department of natural resources for the development of projects in the state park on the county's largest river, including its tributaries.

(6) Twenty percent (20%) shall be distributed as determined by the county fiscal body.

(c) An advisory commission consisting of the following members is established:

(1) The director of the department of natural resources or the director's designee.

(2) The public finance director or the public finance director's designee.

(3) A member appointed by the Native American Indian affairs commission.

(4) A member appointed by Historic Prophetstown.

(5) A member appointed by the community development corporation described in subsection ~~(b)(3)~~: **(b)(2)**.

(6) A member appointed by the Wabash River Enhancement Corporation.

(7) A member appointed by the commission.

(8) A member appointed by the county fiscal body.

(9) A member appointed by the town board of the town of Battleground.

(10) A member appointed by the mayor of the city of Lafayette.

(11) A member appointed by the mayor of the city of West Lafayette.

(d) The following apply to the advisory commission:

(1) The governor shall appoint a member of the advisory commission as chairman of the advisory commission.



(2) Six (6) members of the advisory commission constitute a quorum. The affirmative votes of at least six (6) advisory commission members are necessary for the advisory commission to take official action other than to adjourn or to meet to hear reports or testimony.

(3) The advisory commission shall make recommendations concerning the use of any proceeds of bonds issued to finance the development of Prophetstown State Park.

(4) Members of the advisory commission who are state employees:

(A) are not entitled to any salary per diem; and

(B) are entitled to reimbursement for traveling expenses as provided under IC 4-13-1-4 and to reimbursement for other expenses actually incurred in connection with the member's duties as provided in the state policies and procedures established by the Indiana department of administration and approved by the budget agency.

(e) The Indiana finance authority may issue bonds for the development of Prophetstown State Park under IC 5-1.2-6.

SECTION 2. IC 6-9-18-3, AS AMENDED BY P.L.290-2019, SECTION 9, IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2021]: Sec. 3. (a) The fiscal body of a county may levy a tax on every person engaged in the business of renting or furnishing, for periods of less than thirty (30) days, any room or rooms, lodgings, or accommodations in any:

- (1) hotel;
- (2) motel;
- (3) boat motel;
- (4) inn;
- (5) college or university memorial union;
- (6) college or university residence hall or dormitory; or
- (7) tourist cabin;

located in the county.

(b) The tax does not apply to gross income received in a transaction in which:

- (1) a student rents lodgings in a college or university residence hall while that student participates in a course of study for which the student receives college credit from a college or university located in the county; or
- (2) a person rents a room, lodging, or accommodations for a period of thirty (30) days or more.

(c) The tax may not exceed:

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- (1) the rate of five percent (5%) in a county other than a county subject to subdivision (2) **or (3); or**
 (2) after June 30, 2019, the rate of eight percent (8%) in Howard County; **or**
(3) after June 30, 2021, the rate of nine percent (9%) in Daviess County.

The tax is imposed on the gross retail income derived from lodging income only and is in addition to the state gross retail tax imposed under IC 6-2.5.

(d) The county fiscal body may adopt an ordinance to require that the tax shall be paid monthly to the county treasurer. If such an ordinance is adopted, the tax shall be paid to the county treasurer not more than twenty (20) days after the end of the month the tax is collected. If such an ordinance is not adopted, the tax shall be imposed, paid, and collected in exactly the same manner as the state gross retail tax is imposed, paid, and collected under IC 6-2.5.

(e) All of the provisions of IC 6-2.5 relating to rights, duties, liabilities, procedures, penalties, definitions, exemptions, and administration are applicable to the imposition and administration of the tax imposed under this section except to the extent those provisions are in conflict or inconsistent with the specific provisions of this chapter or the requirements of the county treasurer. If the tax is paid to the department of state revenue, the return to be filed for the payment of the tax under this section may be either a separate return or may be combined with the return filed for the payment of the state gross retail tax as the department of state revenue may, by rule, determine.

(f) If the tax is paid to the department of state revenue, the amounts received from the tax imposed under this section shall be paid monthly by the treasurer of state to the county treasurer upon warrants issued by the auditor of state.

SECTION 3. IC 6-9-18-6 IS AMENDED TO READ AS FOLLOWS [EFFECTIVE UPON PASSAGE]: Sec. 6. (a) The commission may:

- (1) accept and use gifts, grants, and contributions from any public or private source, under terms and conditions that the commission considers necessary and desirable;
- (2) sue and be sued;
- (3) enter into contracts and agreements;
- (4) make rules necessary for the conduct of its business and the accomplishment of its purposes;
- (5) receive and approve, alter, or reject requests and proposals for funding by corporations qualified under subdivision (6);
- (6) after its approval of a proposal, transfer money, quarterly or

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less frequently, from the fund established under section 4(a) of this chapter, or from money transferred from that fund to the commission's treasurer under section 4(b) of this chapter, to any Indiana not-for-profit corporation to promote and encourage conventions, visitors, or tourism in the county; and
 (7) require financial or other reports from any corporation that receives funds under this chapter.

(b) This subsection applies only to Boone County. In addition to the powers of the commission under subsection (a), and subject to adoption of a resolution by the county fiscal body under section 6.5 of this chapter, the commission may enter into an agreement under which amounts deposited in, or to be deposited in, the fund established under section 4(a) of this chapter are pledged toward the payment of obligations (including bonds and leases) issued or entered into by any political subdivision located in the county to finance the construction, acquisition, enlargement, and equipping of a sports and recreation facility to promote and encourage conventions, trade shows, tourism, visitors, or special events within the county.

~~(b)~~ **(c)** All expenses of the commission shall be paid from the fund established under section 4(a) of this chapter or from money transferred from that fund to the commission's treasurer under section 4(b) of this chapter. The commission shall annually prepare a budget, taking into consideration the recommendations made by a corporation qualified under subsection (a)(6) and submit it to the county fiscal body for its review and approval. **Except for payments made under an agreement that is authorized in a resolution adopted by the county fiscal body under section 6.5 of this chapter**, an expenditure may not be made under this chapter unless it is in accordance with an appropriation made by the county fiscal body in the manner provided by law.

SECTION 4. IC 6-9-18-6.5 IS ADDED TO THE INDIANA CODE AS A NEW SECTION TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2021]: **Sec. 6.5. (a) This section applies only to Boone County.**

(b) The county fiscal body may adopt a resolution authorizing an agreement described in section (6)(b) of this chapter that pledges all or part of the amounts received from the tax imposed under section 3 of this chapter toward the payment of obligations of a political subdivision located in the county only after a public hearing:

(1) for which notice has been given in accordance with IC 5-3-1; and



(2) at which all interested parties are provided the opportunity to be heard.

Upon adoption of a resolution under this subsection, the county fiscal body shall publish notice of the adoption of the resolution in accordance with IC 5-3-1. An action to contest the validity of the resolution or agreement described in section (6)(b) of this chapter must be brought not later than thirty (30) days after notice of the adoption of the resolution.

(c) With respect to obligations to which amounts received from a tax imposed under section 3 of this chapter have been pledged in an agreement described in section (6)(b) of this chapter, the general assembly covenants with the commission and the purchasers or owners of the obligations that this chapter will not be repealed or amended in any manner that will adversely affect the collection of the tax imposed under section 3 of this chapter, or the money deposited in the fund established under section 4(a) of this chapter, as long as the obligations are unpaid.

SECTION 5. IC 6-9-29-1.5 IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2021]: Sec. 1.5. (a) Unless otherwise provided in this article, a county fiscal body that adopts an ordinance to impose, rescind, or increase or decrease the rate of a county innkeeper's tax, **or to make a change between collection of the tax by the county treasurer or the department of state revenue**, must specify the effective date of the ordinance to provide that the ordinance takes effect:

- (1) at least thirty (30) days after the adoption of the ordinance; and
- (2) on the first day of a month.

(b) If a county fiscal body adopts an ordinance described in subsection (a), it must immediately send a certified copy of the ordinance to the commissioner of the department of state revenue. **Notwithstanding subsection (a), if the department of state revenue collects the revenue from the county innkeeper's tax, the department of state revenue shall begin collecting the tax at the rate provided in the ordinance on the later of:**

- (1) the first day of the month that is not less than thirty (30) days after the ordinance is sent to the commissioner of the department of state revenue; or
- (2) the effective date specified in the ordinance.

If an ordinance does not specify an effective date, the ordinance shall be considered effective on the earliest date allowable under this section.



SECTION 6. An emergency is declared for this act.



President of the Senate

President Pro Tempore

Speaker of the House of Representatives

Governor of the State of Indiana

Date: _____ Time: _____

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RESOLUTION NO. 2021-23-CM
RESOLUTION ESTABLISHING
FAIRGROUNDS SUPPORT FUND

WHEREAS, Tippecanoe County has recently renovated the Tippecanoe County Fairgrounds; and

WHEREAS, said renovations are expected to generate more revenue and more expenses; and

WHEREAS, the Board of Commissioners of Tippecanoe County, Indiana has determined that a need now exists for the establishment of a Fund for the deposit of revenues associated with the Tippecanoe County Fairgrounds and disbursement of monies to be used in support of the Fairgrounds;

NOW, THEREFORE, BE IT RESOLVED that there is hereby created in the office of Auditor of Tippecanoe County a separate fund to be known as the Fairgrounds Support Fund.

BE IT FURTHER RESOLVED that monies may be expended from such Fund for expenses related to the Fairgrounds including, without limitation, maintenance costs, costs related to improvements, reimbursement of event deposits, insurance costs, costs of salaries for positions supporting the Fairgrounds, payments to vendors providing services to the Fairgrounds, and transfers to other County funds to offset Fairgrounds related expenses of those funds.

BE IT FURTHER RESOLVED that money in the fund shall consist of revenues generated by and through the Fairgrounds including those related to the lease of the Fairgrounds, commercial sponsorships at the Fairgrounds, money appropriated by the Tippecanoe County Council for deposit in the fund, and gifts, grants, and donations intended for deposit in the fund.

BE IT FURTHER RESOLVED that interest on such fund shall be deposited to the Tippecanoe County General Fund.

Duly adopted this ____ day of _____, 2021.

BOARD OF COMMISSIONERS OF
TIPPECANOE COUNTY

Thomas P. Murtaugh, President

David S. Byers, Vice President

Tracy A. Brown, Member

ATTEST:

Robert Plantenga, Auditor of Tippecanoe County

POSITION DESCRIPTION
COUNTY OF TIPPECANOE, INDIANA

POSITION: Administrative Coordinator of the Prosecuting Attorney's Office
DEPARTMENT: Prosecuting Attorney
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F with 24/7 access
JOB CATEGORY: PAT III (Professional Administrative Technological)

DATE WRITTEN: March 2019

STATUS: Full-time

DATE REVISED: N/A

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Administrative Coordinator of the Prosecuting Attorney's Office and is responsible for ensuring proper office administration, which includes report/record management through various data systems; maintaining and preparing financial information; and supervision of approximately 70 employees for the operation of various departments.

DUTIES:

Position involves highly confidential projects with specific regard to the management of personnel matters, department budget and spending, and public engagement.

Works closely with Chief Administrator of the Prosecuting Attorney's Office to gain a full understanding and mastery of all office administration and management.

Performs the duties of Chief Administrator of the Prosecuting Attorney's Office in their absence or as needed.

Supervises and directs all Prosecutor staff, including student interns from area colleges and employees in the following departments: IV-D Child Support Enforcement; Investigators; Misdemeanor Deputy Prosecuting Attorney Division; Felony Deputy Prosecuting Attorney Division; Victim Assistance Unit, Adult Protective Services, Juvenile Deputy Prosecuting Attorney Division; and office support staff including legal assistants, secretaries, paralegals, receptionists, and part-time employees.

Maintains job descriptions and requirements for all positions in the Prosecutor's Office as well as the evaluation of staffing needs.

Facilitates hiring efforts, including the recruitment of deputy prosecuting attorneys and support staff. Ensures Department hiring practices comply with applicable employment laws, such as the Americans with Disabilities Act (ADA), Equal Opportunity Act (EOA), Workers' Compensation, and Family and Medical Leave Act (FMLA).

Devises system for review of prospective employees, including preparation of vacancy postings and review of candidates and application materials. Coordinates scheduling of interviews and follow-up actions. Conducts interviews and gives input on hiring decisions for all support staff positions. Communicates with new hires regarding compensation, benefits, and other terms of employment. Establishes procedures for the orientation and training of new support staff to ensure adherence to Tippecanoe County Prosecutor guidelines. Schedules and assists Prosecutor with job performance evaluations of prosecuting attorneys as needed. Participates in the evaluation of support staff job performance to determine if changes in employee duties, workload, or salary are warranted. Provides input on disciplinary and/or termination decisions.

Acts as secondary contact for all employee questions and/or concerns involving payroll and time off. Assesses staff needs and employee leave accruals to approve or deny absence requests. Requests and maintains supporting documentation related to employee absences as needed. Supervises and tracks hours worked as well as vacation, sick time, holiday, overtime, bereavement, and FMLA usage. Utilizes Timeforce system to submit this information to the Tippecanoe County Auditor for bimonthly payroll. Prepares a monthly summary of attendance data for the Prosecuting Attorney. Compiles reports concerning personnel-related data such as hires, transfers, performance appraisals, longevities, and absenteeism rates.

Responds to questions or complaints from employees in a timely fashion. Analyzes statistical data and reports to identify and determine sources of personnel issues, employee grievances/disputes, and disciplinary procedures.

Conducts exit interviews to determine issues leading to employee resignation or termination.

Acts as a secondary representative for the Tippecanoe County Prosecutor Attorney's Office at personnel-related Indiana Department of Workforce Development unemployment telephonic hearings and appeals with an Administrative Law Judge. Prepares all necessary paperwork to conduct said hearing(s).

Supports the Chief Administrator of the Prosecuting Attorney's Office in conducting staff meetings and conferring with personnel to report on areas of concern, review progress and compliance with policies and procedures, resolve problems, and share professional information. Meets individually with Prosecuting Attorney, Chief Administrator of the Prosecuting Attorney's Office, Chief Deputy Prosecuting Attorney, Division Chiefs, Supervisor of IV-D Child Support Enforcement, Director of Adult Protective Services, Supervisor of Victim Assistance Unit, and Chief Investigator to assess needs and develop or revise programs, policies, and standard operating procedures. Tracks action items and supports completion efforts as needed.

Plans, organizes, and directs office-wide training efforts. Coordinates with division and department leaders to develop best practices and maintain procedures for maximum efficiency and consistency.

Frequently analyzes training methods and installed policies/procedures to determine if updates or revisions are necessary. Communicates, develops, and implements approved changes for the Prosecutor's Office.

Performs or assists with non-routine administrative functions such as coordinating events, conducting research, preparing reports, and handling special projects. Schedules travel to professional development events, including purchasing airline tickets, lodging, and car rental. Coordinates training seminars for staff with Indiana Prosecuting Attorney Council (IPAC). Locates and applies for training scholarship opportunities and secures all necessary documents for staff.

Assists with tracking Professional Continuing Legal Education credits for staff to ensure completion of annual requirements.

Monitors computerized filing system and data to ensure compliance with the American Bar Association (ABA) guidelines on risk management and scheduling. Oversees the implementation of ethics rules which apply to Prosecuting Attorneys, his/her deputies, and all staff members. Responsible for implementing staff training on a system of review for approximately 15,000 to 20,000 cases per year. Monitors automated entries, financial, and record keeping systems of Departments, which includes compiling, preparing, and/or submitting related reports and documents for all cases. Accountable for ensuring redaction of confidential case information before disclosure to public.

Assigns logistical support for Special Prosecutors for general trial preparation, including drafting and filing motions and proposed orders appointing a Special Prosecutor as well as supplying police reports and other associated case materials to appointed Special Prosecutors.

Works side-by-side with the Prosecuting Attorney and Chief Administrator of the Prosecuting Attorney's Office to review and assist with the preparation of figures necessary to completing the department budget accurately. Ensures efficient use of funds and coordinates overall budget efforts with other agencies, including the following: Lafayette Police Department, Tippecanoe County Sheriff's Department, West Lafayette Police Department, Purdue University Police Department, and Indiana State Police.

Provides proper interpretation of Federal and State grant requirements and procedures. Maintains and applies a broad knowledge of Federal and State regulations. Monitors all stages of Federal and State grant management for the Tippecanoe County Prosecutor's Office. Supports grant mechanics including identifying and proposing funding opportunities, managing timelines for grant application, and preparing/writing grant proposals. Upon receipt of grant awards: Ensures proper administration of funds; monitors department compliance with grant requirements; prepares monthly and quarterly program reports, fiscal reports, modifications of grant, and inventory reporting obligations.

Maintains skills and knowledge for the oversight and management of the following, current grants for the Prosecutor's Office: Drug Investigation grants, VOCA grant, HTUC/JAG grant, Internet Crimes Against Children (ICAC) Coalition grant, IV-D Child Support Enforcement grant, and Adult Protective Services grant.

Shares responsibility for the payment of invoices and bills related to the Tippecanoe County Prosecutor's Office, Adult Protective Services, Drug Task Force, IV-D Child Support Enforcement, and grants. These expenses are paid out of a total budget exceeding \$4,000,000.00. Inputs each claim individually or as a group into the One Solution System, presents and reviews financial batch reports

with the Prosecuting Attorney for approval, and then submits same to the Tippecanoe County Auditor for payment.

Provides secondary review of various criminal related reports from Lafayette Police Department, Tippecanoe County Sheriff's Department, West Lafayette Police Department, Purdue University Police Department, Indiana State Police, Indiana State Attorney General's Office, U.S. Department of Justice, and U.S. Department of Homeland Security including statistical, financial, and progress reports as needed. Researches alternative funding methods.

Authorizes and approves financial transactions in the Chief Administrator's absence. May prepare management, financial, and statistical reports for the Prosecuting Attorney from various department sources. Creates, submits, and/or evaluates a variety of related reports and information for other governmental and regulatory agencies, including but not limited to the Indiana State Board of Accounts.

Assists in the approval of ordering office supplies and other special orders for the Prosecutor's Office.

Manages and monitors all scheduling for the Prosecuting Attorney and Chief Deputy Prosecuting Attorney, including court hearings, civic appearances, various meetings, public speaking engagements, and other special engagements.

Accompanies the Prosecuting Attorney and/or Chief Administrator of the Prosecuting Attorney's Office when meeting with Human Resources, Tippecanoe County Auditor, County Commissioners, and County Council to provide input on the department, its budget, and accounts. Participates on committees and boards with, and/or maintains communication with, various government agencies including five (5) local law enforcement agencies.

Drafts and edits correspondences and presentations for the Prosecuting Attorney.

Serves as co-liaison between the Bureau of Motor Vehicles (in.gov) and the Prosecutor's Office.

Responds to inquiries from and provides assistance to the general public.

Distributes case-related information to local media outlets in accordance with department policies and procedures.

Assists in the management and maintenance of the Tippecanoe County website as well as all educational and outreach materials for the Tippecanoe County Prosecutor's Office.

Manages special projects as assigned by the Chief Administrator and/or Prosecuting Attorney.

Attends professional workshops and training seminars as required.

I. JOB REQUIREMENTS:

Baccalaureate Degree in related field and/or equivalent combination of education and five (5) years' previous work experience in criminal justice and/or public administration required.

Exceptional interpersonal skills with the ability to influence and build strong, working relationships among various departments.

Exemplary communication, leadership, and project management skills.

Must possess the willingness to learn and adapt to changes in systems and/or technology.

Possession of and/or ability to obtain and retain IDACS Certification.

Ability to manage, direct, and supervise all aspects of a large, diverse staff comprised of approximately 70 members.

Solid understanding of the hiring processes, benefits administration, and operation of the Prosecutor's Office.

Thorough knowledge of programs and services provided by the Department as well as standard policies and legal requirements of Department, with the ability to effectively assess, develop, implement, and enforce programs, practices, and procedures accordingly.

Ability to follow and ensure compliance with all employer/Department personnel policies and rules, including but not limited to, attendance of approximately 70 employees, office safety, drug-free workplace, and personal conduct.

Ability to ensure proper and accurate preparation of a variety of Department documents, statistics, and reports.

Thorough knowledge of Tippecanoe County court system and operations, including legal terminology, trial and evidence rules, administrative regulations, official court policies and procedures, and standard operating procedures.

Working knowledge of operations of County government, including functions of the Board of County Commissioners and the County Council.

Working knowledge of Tippecanoe County financial offices and the rules and regulations established by Indiana State Board of Accounts. Ability to make arithmetic calculations and maintain and administer Department budgets.

Ability to operate and/or quickly learn to use the following: standard office equipment including multiline telephone, printer, copier, scanner, and fax; Microsoft Office programs; financial software for accounting, payroll, and federal/state grants; PCMS software for the implementation of opening and tracking files; ABA Software; and Odyssey.

Working knowledge of standard English grammar, spelling, and punctuation.

Ability to effectively communicate orally and in writing with colleagues, other County departments, government agencies, attorneys, court personnel, law enforcement representatives, community organizations, and the public while being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand and follow written/oral instructions and appropriately respond to constructive criticism.

Ability to work with others in a team environment and maintain appropriate, respectful relationships with colleagues.

Ability to provide public access to or maintain confidentiality of Department information/records according to state requirements.

Ability to work on several tasks at the same time and complete duties effectively amidst frequent distractions and interruptions.

Incumbent may periodically work extended hours and travel out of town for training and meetings, sometimes overnight.

II. DIFFICULTY OF WORK:

Incumbent oversees, supports, and performs a broad range of highly confidential and sensitive executive and administrative duties including grant writing, accounts payable/claim processing, payroll, and management of eight (8) department branches with approximately 70 employees. Judgment must be exercised to effectively and consistently monitor staff compliance with legal requirements as outlined by Department, County, State, and Federal guidelines. Decisions relating to both general and individual circumstances are often of substantial intricacy and require careful and detailed consideration of complex circumstances and choices.

III. RESPONSIBILITY:

The purpose and desired results of incumbent's work are clearly indicated, with unusual circumstances referred to the Chief Administrator and Prosecuting Attorney. Priorities are determined individually and with direction from the Chief Administrator and Prosecuting Attorney. Incumbent's work is periodically reviewed for soundness of judgment, accuracy and compliance with applicable policies, objectives, regulations, and laws.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with colleagues, other County Departments, government agencies, attorneys, court personnel, law enforcement representatives, community organizations, and the public for purposes of rendering and coordinating service, supervising staff members, developing/implementing programs, and ensuring attainment of objectives.

Incumbent reports directly to the Prosecuting Attorney.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, which includes sitting and walking at will, walking/standing for long periods, lifting objects weighting less than 25 pounds, speaking clearly, close and far vision, keyboarding, and hearing communication from others. Incumbent may periodically work extended hours and travel out of town for training and meetings, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Chief Administrator of the Prosecuting Attorney’s office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date