

Corrected
September 11, 2015

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION authorizing the County Executive to execute an Employment Agreement with Michael S. Erickson to serve as the Director of Information Technology for Jackson County.

RESOLUTION NO. 18923, September 14, 2015

INTRODUCED BY Dan Tarwater III, County Legislator

WHEREAS, by Executive Order No. 15-18, the County Executive has appointed Michael S. Erickson to serve as the County's Director of Information Technology effective October 12, 2015; and,

WHEREAS, in an effort to support professional management for Jackson County, the County Executive recommends an employment agreement for this top-level management position with the County; and,

WHEREAS, this agreement outlines the basis for continued employment, termination, and severance, a practice that is recommended by the International City/County Management Association and promotes the separation of the professional management of the County from political offices; and,

WHEREAS, the execution of this Employment Agreement is in the best interests of the health, welfare, and safety of the citizens of Jackson County; now therefore,

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 18923 of September 14, 2015 was duly passed on _____, 2015 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

EMPLOYMENT AGREEMENT

This Agreement is entered into as of the _____ day of September, 2015, by and between Jackson County, Missouri, herein after referred to as “the County,” and Michael S. Erickson.

WITNESSETH:

WHEREAS, the County, through the County Executive, is desirous of engaging the services of Michael S. Erickson to serve as the Director of the IT Department; and,

WHEREAS, Michael S. Erickson, is well-qualified for this position and is desirous of undertaking the professional duties of said position;

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, it is agreed by and between the parties as follows:

I. Term.

The County hereby engages the services of Michael S. Erickson to serve as its Director of the IT Department, for a term commencing October 12, 2015, and terminating on October 11, 2017. After the initial term, Michael S. Erickson's employment may be renewed by mutual agreement of the parties, upon such terms as the parties may agree.

II. Employment.

For all purposes, County shall treat Michael S. Erickson as an employee of the County and shall pay the employer's share of social security contributions and make appropriate deductions from the biweekly payments required under paragraph III(A) hereof for federal, state, and local taxes, and any other applicable taxes, fees, and

assessments, as well as for any benefits which the County offers to its employees, in which Michael S. Erickson elects to participate. Michael S. Erickson's employment with the County shall be governed by Missouri law and the Jackson County Charter, Code, and Personnel Rules, unless otherwise specifically provided herein.

III. Compensation.

A. For the entire term of this Agreement, Michael S. Erickson shall be paid for his services the base sum of \$105,000.00 annually, payable bi-weekly. In the event that the County grants a cost-of-living increase to all or nearly all of its employees, Michael S. Erickson shall be entitled to receive that cost-of-living increase as well. In the event that the County creates a "merit pool" for employee merit salary increases, Michael S. Erickson shall be entitled to receive a merit increase no greater than the average increase for employees within the pool, provided that any such increase must be justified by Michael S. Erickson's employee evaluation. The County Executive shall have discretion to increase Michael S. Erickson's salary in any manner consistent with the County's personnel rules and procedures. In lieu of submitting invoices for business use of his personal vehicle, Michael S. Erickson shall receive an automobile allowance in the amount of \$800.00 per month.

B. Without regard to the length of Michael S. Erickson's actual employment with the County, Michael S. Erickson shall earn vacation leave authorized under the County's Personnel Rules at the rate of four weeks (20 days) per year. One week (5 days) can be used during the first ninety (90) days of employment. Michael S. Erickson's accrual and use of vacation leave shall otherwise be governed by said Personnel Rules.

C. The County shall provide Michael S. Erickson a cellular telephone for business use. Alternatively, Michael S. Erickson shall be entitled to an allowance of \$50.00 monthly for his business use of his personal cellular telephone.

IV. Duties.

Michael S. Erickson shall perform all duties and exercise all responsibilities set out by the Missouri Constitution and Laws and Jackson County Charter, Code, and Personnel Rules for the position of Director of the IT Department. A copy of the current job description for this position is attached hereto as Exhibit A.

V. Termination.

This Agreement may be terminated by either Michael S. Erickson or County as follows:

A. Upon Michael S. Erickson's termination of the Agreement through a written resignation, upon death of Michael S. Erickson, or upon finding of a permanent disability of Michael S. Erickson, no severance shall be due.

B. The County may terminate the Agreement without cause. In that event, the County shall pay Michael S. Erickson a severance allowance equal to six (6) months' salary, payable within 15 days of the date of termination. The County shall also pay a lump sum amount equal to six (6) months of the County's contribution to Michael S. Erickson's health insurance premium in effect as of the termination date to assist Michael S. Erickson in making COBRA payments for health insurance, payable within 15 days of the date of termination. Michael S. Erickson will be responsible for the payment of the cost of COBRA health insurance beginning with the effective date for COBRA.

C. The County may terminate the Agreement for cause. If Michael S. Erickson is terminated for cause, the severance payment outlined in subparagraph B above shall not be paid to Michael S. Erickson. "Cause" in this Agreement means:

1. An intentional act of fraud, embezzlement, theft or any other material violation of law that occurs during or in the course of Michael S. Erickson's employment with the County;
2. Intentional damage to County's assets;
3. Intentional disclosure of County's confidential information contrary to the County's policies;
4. Breach of Michael S. Erickson's obligations under this Agreement;
5. Intentional engagement in any competitive activity which would constitute a breach of Michael S. Erickson's duty of loyalty or of Michael S. Erickson's obligations under this Agreement;
6. Intentional breach of any of County's policies;
7. The willful and continued failure to substantially perform Michael S. Erickson's duties for County (other than as a result of incapacity due to physical or mental illness); or
8. Willful conduct by Michael S. Erickson that is demonstrably and materially injurious to the County, monetarily or otherwise.

For purposes of this paragraph, an act, or a failure to act shall not be deemed willful or intentional, as those terms are used herein, unless the act is done, or omitted to be done, by Michael S. Erickson in bad faith or without a reasonable belief that Michael S. Erickson's action or omission was in the best interest of County. Failure to meet performance standards or objectives, by itself, does not constitute "Cause." "Cause" also includes any of the above grounds for dismissal regardless of whether the County learns of it before or after terminating Michael S. Erickson's employment.

D. In the event of termination of the Agreement, Michael S. Erickson shall be

paid any compensation and benefits which would be due a County employee terminated under similar circumstances, pursuant to the Jackson County Personnel Rules.

VI. Construction.

This Agreement shall be construed under the laws of the State of Missouri.

VII. Severability, Waiver, and Modification.

The invalidity or inability to enforce any provision hereof shall in no way affect the validity or enforceability of any other provision. Failure to insist upon strict compliance with any terms, covenants or conditions of this Agreement shall not be deemed a waiver of such, nor shall any waiver or relinquishment of such right or power at any time be taken to be a waiver of any other breach of this Agreement. Further, any waiver, alteration, or modification of any of the provisions of this Agreement, or cancellation or replacement of this Agreement, shall not be valid unless in writing and signed by the parties.

VIII. Annual Appropriation.

Funds necessary to meet any and all financial obligations incurred by the County herein are subject to appropriation in the County's future years' annual budgets.

IX. Incorporation.

This Agreement incorporates the entire understanding of the parties.

JACKSON COUNTY, MO

MICHAEL S. ERICKSON

By _____
Michael D. Sanders
County Executive

By _____

APPROVED AS TO FORM:

ATTEST:

By _____
W. Stephen Nixon
County Counselor

Mary Jo Spino
Clerk of the Legislature

JACKSON COUNTY JOB DESCRIPTION

TITLE: Director of Information Technology/GIS PAY LEVEL: G99 CODE: 1305-05995-001
WORKING TITLE: Director of IT/GIS FLA CODE: EX DATE: 06/02/2015
DIVISION: County Executive's Office, Administration DEPARTMENT: Information Technology/GIS
BARGAINING UNIT POSITION: No CIRCUMSTANCE: Review
LOCATION: Kansas City Courthouse ANALYST: Michelle
Chrisman
SUPERVISES: Executive Project Lead, Support Center Administrator, AD for Enterprise, AD of Network Software, AS of IT/GIS, Projects Coordinator

PERCENTAGE OF TIME

ACCOUNTABILITIES

40%

1. Maintains customer satisfaction as number one priority of the department. Measures and tracks customer satisfaction and job approval in the department, amongst county employees and amongst citizens.

35 %

2. Defines strategic objectives that will facilitate county information and processing requirements. Maintains focus on reliability with a target of 99.9% availability of systems and network resources; develops plans, organizes and oversees activities and resources of IT/Geographic Information Systems to meet primary objectives of currency, relevance, shift to managed services and transformation from cost center to investment and innovation center.

10%

3. Maintains engagement between staff and departments at a regular and high level. Develops an understanding of the challenges and opportunities of the departments and how enabling technology can solve business problems and take advantage of opportunities.

10%

4. Manages and reforms IT/GIS Budget to keep enabling technologies and vendors current.

5%

3. Ensures IT/GIS staff employment, education, performance and excellence.

SCOPE:

The incumbent's primary job is to maintain the highest possible customer satisfaction. Developing new creative and innovative approaches to overcoming challenges, leveraging opportunities, liberating the free thinking ability of the individual employee, and asking to be challenged by staff are a few of the ways the incumbent is successful in fulfilling the projects, tasks and initiatives necessary for Excellent Customer Service and maximized innovation. Under executive direction, the incumbent manages the Department of Information Technology and GIS using professional judgment, independent initiative, and decision making skills. The incumbent is responsible for overseeing all managerial functions related to the daily delivery of IT and GIS services to employees and citizens. The incumbent will oversee the staff involved in research, development, planning,

customer service and infrastructure. The incumbent directs the research, planning, design and implementation related to establishing or recommending a long range vision and short-term goals and policies.

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SCOPE: (Continued)

The incumbent develops standards for IT/GIS operations and staff and oversees the maintenance of regulatory and financial compliance. The incumbent is responsible for preparing and managing the annual budget required for the department's operations, staff, and negotiates and oversees related vendor contracts and agreements. The incumbent prepares and presents information to the county executive and county legislature to support decisions and acquisitions. The incumbent provides leadership to all levels of the County in the maintenance, development and implementation of current and future service requirements. The incumbent provides or oversees analytical support to County operating areas in refining their workflow, developing mandated reports, statistical analyses and databases. The incumbent serves as liaison between the County and other regulatory agencies in matters related to Information Technology and GIS. This employee reports directly to the Chief Administrative Officer.

KNOWLEDGE AND SKILLS: (*Required prior to employment)

1. Knowledge of department policies and procedures.
2. Knowledge of the department's organization, and the function of staff within operating units.
3. Knowledge of County department/office locations, their functions, their needs and direction.
- *4. Knowledge of the capabilities and limitations of current technological trends, cost and efficiency enhancing services.
- *5. Knowledge of methodologies for current platforming, managed services and application services.
- *6. Knowledge of the current industry direction in provisioning services, fail-over, redundancy, disaster recovery, security and fault tolerance.
- *7. Knowledge of current industry trends in Voice communications.
- *8. Knowledge and skill in project management methodologies.
9. Knowledge of the County's purchasing, budgetary, and personnel policies and procedures.
- *10. Knowledge of and skill in modern progressive and professional supervisory techniques, inspiration and motivation.
- *12. Skill and ability to plan and supervise the work of others.
- *13. Skill and ability to understand operations and organize component parts into a logical system.
- *14. Skill and ability to define issues clearly and to formulate realistic solutions.
- *15. Skill and ability to make decisions utilizing sound analytical and problem solving skills.
- *16. Skill and ability to manage multiple, large complex projects.
- *17. Skill in communicating effectively at the appropriate knowledge level with staff, administration, users, and citizens.
- *18. Skill in estimating probable resource requirements.
- *19. Skill in customer service techniques, with strong emphasis on dealing with users on a peer to peer and servant level and in working with others to define and solve technical problems.
- *20. Skill in selecting the appropriate solutions to achieve specific objectives.
- *21. Skill in organizing work, setting priorities, and meeting critical deadlines.
- *22. Skill in reading, interpreting and applying technical information, independently assimilating facts and drawing sound conclusions.
- *23. Skill in budget preparation, maintenance, and application.
- *24. Skill in interviewing, employee evaluation, project assignment, and delegation of authority.

25. Skill in public speaking and communicating technical issues in laymen's terms.

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HUMAN RELATIONS:

1. Responds in a polite, professional and timely manner to requests from staff, executives and management of other departments, and computer users.
2. Communicates information, process and procedures clearly, at the technical level of the listener.
3. Consults with executives, other departments and IT/GIS staff to determine major projects to be undertaken; reviews requests, answers questions, clarifies technical approaches, establishes environment of cooperation, and coordinates technological upgrades.
4. Maintains regular contact with County officials, keeping them aware of project status; facilitates the resolution of problems with technology or staffing.
5. Demonstrates interest in the technology-related issues of other departments, promoting realistic expectations through communications, actions and results.
6. Meets with vendors, staff or County officials as appropriate, to resolve problems occurring in existing hardware, software, or applications programs.
7. Conducts employee performance reviews, approves lateral or promotional position changes; approves merit and promotional pay increases; interviews, hires, applies progressive discipline, and terminates employees; monitors and adjusts department organization and staffing as needed to meet objectives.
8. Exchanges technical information with other professionals in the field to maintain proficiency and to monitor changes in technology and applications.
9. Promotes positive staff morale and productivity with fair and honest treatment, empowerment of responsibilities, open-door communications, supportive leadership, sound decisions, and ability to admit mistakes and be challenged by staff on decisions.
10. Initiates communications and interactions that promote the success of projects and objectives of IT/GIS.

ILLUSTRATIVE TASKS: (This is not an inclusive list; other related tasks/duties may be assigned)

1. Develops department goals and objectives which reflect requirements of operations and County departments; schedules and holds meetings with IT/GIS staff, user departments, and vendors to discuss, plan, make assignments, set priorities and schedules, resolve issues, etc.
2. Develops Contingency plans for all mission critical operational functions, including, provisional work resumption plans and fall back plans to support county business at all times.
2. Oversees assignment of personnel to various projects and supervises activities and timelines through direct and in-direct contact.
3. Conducts/oversees interviews for recruiting; plans and supervises training and development of staff; approves/oversees vacation and sick leave to ensure adequate operations and support coverage.
4. Evaluates/oversees employee performance; uses strong recommendatory authority for pay increases and promotions; administers progressive disciplinary action when needed.
5. Performs counseling and discusses issues with staff; initiates appropriate actions.
6. Reviews/oversees solution requests from users; facilitates IT/GIS maintenance activities of equipment and applications to ensure efficient usage and performance of resources.
7. Attends new product announcements and meets with vendors to evaluate new technical developments.
8. Oversees security procedures and methods used with servers, applications and databases.
9. Oversees creation and maintenance of process and procedure documentation for applications developed and supported by IT/GIS.

10. Develops and negotiates annual department budget, manages to the approved budget; adjusts funds between accounts as needed and allowed by County rules.

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ILLUSTRATIVE TASKS: (Continued)

11. Directs the development and implementation of approved applications and programs, including approval of methods, overseeing the retention of data, verifying the accuracy of the new application and maintaining continued involvement with the new application as needed; oversees assignment of projects based upon staffing availability and technical expertise.
12. Maintains personal competence and knowledge of rapidly expanding technology by reading technical manuals and newsletters; by attending workshops, seminars, and classes.
13. Maintains staff competency and knowledge by providing opportunities for reading technical manuals and newsletters, and providing opportunities to attend workshops, seminars and classes.
14. Oversees analysis of a requesting department's existing procedures and information needs relative to the request for related technologies and consults or recommends solutions or changes.
15. Oversees the gathering of relevant data and sets priorities for planning of future solution implementation and upgrades.
16. Directs reviews of utilization measurements and initiates improvements/enhancements.

ENVIRONMENTAL DEMANDS:

Work is performed in an office especially for the first 90 days. After this period work locations may become more flexible depending on the incumbents' environmental productivity levels. After hours and weekend work may be required in order to solve critical problems or meet high impact schedules. Refer to the attached Physical Demands

MINIMUM QUALIFICATIONS:

Must have a Bachelor's degree in computer science, computer information systems or related field, and have ten (10) years of progressively responsible experience, including supervisory experience. Must have the ability to manage projects, applying strong technical, communications and management experience and with proven leadership abilities. Applicant must have a broad understanding of technology, preferably with its application in county or municipal government setting. Skillsets required include process development. Must have knowledge and experience of deployment of mission-critical systems, ensuring "anytime anywhere" access to information as well as redundant, scalable, and secure architectures, and disaster recovery. Understanding of servant leadership over command and control. Ability to develop high trust with organizations and constantly improve employee job satisfaction. Knowledge of GIS is preferable. Must submit to/pass pre-employment background and drug screen (Also refer to the asterisks (*) in the KNOWLEDGE AND SKILLS section of this job description).

JACKSON COUNTY JOB DESCRIPTION -- ADA/PHYSICAL DEMANDS FORM

JOB TITLE: Director of Information Technology/GIS

CODE: 1305-05995-001

DIVISION/DEPARTMENT: Administration/Information Technology/GIS

DATE: 06/02/2015

PHYSICAL DEMANDS - Check demands that apply and describe what is required to perform the essential job functions

- VISION - Must be adequate for personal computer use, reading manuals, documentation and computer printouts.
- HEARING - Must be adequate for normal conversation and telephone usage. Extensive user, vendor and staff contact is required.
- SPEECH - Must be able to speak and understand English clearly to clarify or give detailed facts and information, and provide formal group and informal personal training.
- STANDING - 10 % of the time - Required when directing meetings, consulting or providing assistance.
- WALKING - 15 % of the time - Required when moving between county offices.
- SITTING - 65 % of the time - Required when operating personal computer, reviewing work of staff and discussing status/objectives, reviewing/preparing project schedules and budget, personnel and various reports, meeting with staff, departments, executives, and vendors, etc.
- LIFTING/CARRYING - 25 lbs. -- Required when moving or accessing personal computers, office supplies, files, manuals, proposals/brochures, etc.
- PUSHING/PULLING - 25 lbs. -- Required when moving or accessing personal computers, office supplies, files, doors, and drawers (desk, filing cabinet), etc.
- CLIMBING/BALANCING - Required when negotiating stairs.
- STOOPING/KNEELING/CROUCHING/CRAWLING - Required when retrieving items or files, manuals, etc., from the floor or lower drawers, etc.
- REACHING/HANDLING - Required on most tasks.

Reviews for accuracy:

Incumbent

Date: _____

Appointing Authority

Date: _____

