

DEPARTMENT: EXECUTIVE ASSISTANT TO THE BOARD

Department Mission Statement:

The mission of the Executive Assistant to the Board of Commissioners is to provide professional administrative support to the Board of Commissioners, County Administration, departments and the public of Kent County so that policy decisions are informed decisions for the departments and citizens of Kent County.

Budget (2009): \$136,500

Staffing Level: 2 FTE (1 FT, 2 PT)

Goals

- To provide accurate and timely agendas and related backup information
- To provide an efficient, effective, and timely information flow to/from commissioners and departments
- To provide efficient and up-to-date information access to/from public
- To provide timely and accurate board, commission, committee appointment processes

Objectives

- Provide Standing Committee agendas to departments 3 days before the committee meeting 100% of the time
 - Distribute Standing Committee minutes to Commissioners within seven days of committee meeting 100% of the time
 - Distribute all other board, commission, committee meeting minutes to Commissioners within three days of receiving minutes 100% of the time
 - Distribute Standing Committee packets five days prior to meeting 100% of the time
 - Respond to requests for information (from Commissioners) same day 100% of the time
 - Send periodic lobbyist meeting (with Commissioners and/or Department Directors) notices minimum seven days in advance 100% of the time
 - To obtain 100% effectiveness rating from annual performance survey sent to Commissioners
 - To obtain a perfect score of 4 on a scale of 1 - 4 for the Exec Ass't Board Office's effectiveness as measured by Admin. Services Department survey
 - Respond to citizen requests same day 100% of the time
 - To have citizen vacancies on appointed boards, commissions, and committees filled at Board of Commissioners' annual organizational meeting and have new citizen appointees attend orientation session in January.
 - Send notices of appointment expiration by/before September 15
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	2006 Actual	2007 Goal/ Actual	2008 Goal/ Actual	2009 Goal
Indicators				
Outcomes				
Percent effectiveness from annual performance survey sent to Commissioners - goal is 100% effectiveness.	98.00%	100.00%/98.00%	100.00%/98.00%	100.00%
Exec Ass't to Board Office's effectiveness as measured by Admin. Services Department survey - scale of 1 - 4 with 4 being the goal (scale changed in 2008)	4.18	5.00/4.23	4.00/3.49	4.00
Citizen vacancies on appointed boards, commissions, and committees filled at board of Commissioners' annual organizational meeting and new citizen appointees attend orientation session in January.	Yes	Yes / Yes	Yes / Yes	Yes

	2006 Actual	2007 Goal/ Actual	2008 Goal/ Actual	2009 Goal
Indicators				
Efficiencies				
Percent of requests for information (from Commissioners) responded to within two working days	100.00%	100.00%/100.00%	100.00%/98.00%	100.00%
Percent of Standing Committee agendas provided to departments 3 days before the committee meeting.	100.00%	100.00%/100.00%	100.00%/100.00%	100.00%
Percent of Standing Committee minutes distributed to Commissioners within seven days of committee meeting.	100.00%	100.00%/100.00%	100.00%/100.00%	100.00%
Percent of all other committee meeting minutes distributed to Commissioners within three days of receiving minutes.	100.00%	100.00%/100.00%	100.00%/100.00%	100.00%
Percent of citizen requests responded to same day.	98.00%	100.00%/98.00%	100.00%/98.00%	100.00%
Percent of Standing Committee packets distributed five days prior to meeting.	100.00%	100.00%/98.00%	100.00%/100.00%	100.00%

Percent of periodic lobbyist meeting (with Commissioners and/or Department Directors) notices sent minimum seven days in advance.	98.00%	100.00%/98.00%	100.00%/98.00%	100.00%
Percent of appointment expiration sent by September 15.	100.00%	100.00%/100.00%	100.00%/100.00%	100.00%

Indicators	2006 Actual	2007 Goal/ Actual	2008 Goal/ Actual	2009 Goal
Outputs				
Number of Standing Committee agendas and associated minutes prepared and distributed to Commissioners and staff and posted to accesskent.com.	44	45/42	45/39	45
Number of Board resolutions prepared for Board consideration.	145	125/128	125/132	125
Number of citizen appointment expiration letters sent by Sept. 15.	45	37/37	40/42	30
Number of citizen resumes received.	155	125/100	150/143	125
Categorized application/resume binder to Commissioners before December 1.	Yes	Yes/ Yes	Yes/ Yes	Yes
Final appointment list distributed by January 15.	Yes	Yes/ Yes	Yes/ Yes	Yes
Every citizen vacancy filled at Board of Commissioners organizational meeting.	Yes	Yes/ No	Yes/ Yes	Yes
Coordinate/conduct new citizen appointee orientation by February 1.	Yes	Yes/ Yes	Yes/ Yes	Yes