

Bill No. 5080

Ordinance No. _____

Requested by: Matthew Seeds

Sponsored by: Nancy Schneider

AN ORDINANCE AMENDING THE 2022 BUDGET OF THE ORDINANCES OF ST. CHARLES COUNTY, MISSOURI (“OSCCMO”), APPROVED BY ORDINANCE NO. 21-096 FOR THE ST. CHARLES COUNTY DEPARTMENT OF INFORMATION SYSTEMS, BY REMOVING ONE INFORMATION SYSTEMS COORDINATOR POSITION AND ADDING ONE INFORMATION SYSTEMS FINANCIAL SPECIALIST POSITION

WHEREAS, in the recent years, the number of Information Technology (IT) services and equipment procurement contracts has increased significantly, requiring Information Systems (IS) Department staff to work with more application vendors while implementing new systems; and

WHEREAS, to help fund the increase in the IT and new systems procurement volume, it is important that IS Department expand its grant capturing efforts by adding the functions of researching, identifying, applying for, and managing federal and state grant opportunities available; and

WHEREAS, in an effort to expedite and streamline the financial work of the Department, (including the preparation of documentation for Requests for Proposals, Invitation for Bids, and other procurement methods, contract negotiations, budget management and reporting, grant application and management, and capitalize on the efficiencies created by having a single point of contact within the IS Department that can work with the

Counselor’s Office and Finance Department in carrying out the functions of contracting, grant management, vendor management and purchasing) the IS Department is requesting to add one (1) new Information Systems Financial Specialist position; and

WHEREAS, the IS Coordinator position which does some contract coordination is open effective October 3, 2022, due to a retirement, creating the opportunity to increase the job duties of the IS Coordinator pay grade 205 position; and

WHEREAS, by adding the functions of Contracting, Purchasing and Finance support the position is more appropriately classified as an Information Systems Financial Specialist, paygrade 208; and

WHEREAS, with the anticipated vacancy from the retirement of the staff person currently in the position of IS Coordinator, there are sufficient funds already allocated in the budget for fiscal year 2022 to cover the cost of the new position of Information Systems Financial Specialist; and

WHEREAS, upon passage and approval, the Information Systems Coordinator will be eliminated as of October 3, 2022, and replaced by the position of Information Systems Financial Specialist, effective October 4, 2022; and

WHEREAS, the St. Charles County Charter Article VI, Section 6.208 authorizes the County Council to provide by ordinance any and all procedures for administering the Budget that are necessary and that do not conflict with the language contained in the Charter.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY COUNCIL OF ST. CHARLES COUNTY, MISSOURI, AS FOLLOWS:

Section 1. The budget of St. Charles, Missouri, for fiscal year 2022 as adopted by Ordinance 21-096, in the Information Systems Department (0810) (page 35) is hereby amended as follows:

1) Remove one (1) full-time position of Information Systems Coordinator, paygrade 205, for an amended allocation of zero (0) full-time Information Systems Coordinator, paygrade 205 positions.

2) Add one (1) full-time position of Information Systems Financial Specialist, paygrade 208, for an amended allocation of one (1) full-time Information Systems Financial Specialist, paygrade 208 position.

Section 2. This ordinance shall be in full force and effect from and after the date of its passage and approval.

DATE PASSED

DATE APPROVED BY COUNTY EXECUTIVE

CHAIR OF THE COUNCIL

COUNTY EXECUTIVE

ATTEST:

COUNTY REGISTRAR