

NCACC County Management Fellow - Transylvania County

DRAFT - Work Plan

March 2016

- 1. 10 Year Major Capital Plan Creation and Funding Strategy**– Assist in the creation of the County’s five year Capital Improvement Plan (CIP). This will include matching requested County, Public School, and Community College projects with projected future funding streams working with finance, administration and other agencies.
- 2. Budget Management / Analyst Responsibilities** – Assist administration and finance in the nonprofit funding application process for FY 18.
- 3. Strategic Plan** – Work to gather the measurement information in the adopted Strategic Plan including an employee satisfaction survey effort to provide snapshot baseline data in 2016 for a report to commissioners. Assist administration in implementing tools to keep integrate the strategic plan in the decision making process.
- 4. Performance Measurement/Annual Work Plan Management** - Work with multiple County departments and nonprofits who receive funding to provide a 6 month snapshot and end of fiscal year report to show progress made on the Annual Work Plan for FY 17. Assist in drafting the Annual Work Plan for FY 18 along with the approved budget. Assist administration in refining the process of performance measurement within the budget process.
- 5. Facilities / Fleet Condition Assessment** – Assist with creating and implementing a policy to ensure all County owned facilities and vehicles are properly maintained and utilized. Evaluate the County’s existing vehicle replacement system and facilities preventative maintenance / work order system and recommend areas for improvement.
- 6. Website Update and Communications** – Work with consultant to refine the communications plan and aid in implementing portions within including a social media protocol for those departments with pages. Work with IT to revamp the website to make sure that information is current and relevant.