

**ORDINANCE 2024-015**  
**Amended**

**AN ORDINANCE ADOPTING COUNTY OF DELAWARE, INDIANA  
JOB DESCRIPTIONS**

WHEREAS the County of Delaware, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Delaware County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS Indiana Code 36-2-5-3, Section 3. (a) establishes that the county fiscal body shall fix the compensation of officers, deputies, and other employees whose compensation is payable from the county general fund, county highway fund, county health fund, county park and recreation fund, aviation fund, or any other fund from which the county auditor issues warrants for compensation. This includes the power to:

- (1) fix the number of officers, deputies, and other employees;
- (2) describe and classify positions and services;
- (3) adopt schedules of compensation; and
- (4) hire or contract with persons to assist in the development of compensation, and

WHEREAS, the Delaware County Council wishes to establish and maintain accurate job descriptions for County positions;

NOW THEREFORE, it is ordained as follows:

- A. The attached job descriptions describe and classify positions and services; and are adopted as the official job descriptions for all County positions. In the future as new jobs are added, or the adopted job descriptions change, new job descriptions shall be prepared or updated, and presented to the County Council for approval.
- B. The attached FLSA excluded, exempt, and non-exempt classification designations are hereby adopted for the purposes of determining overtime/compensatory time eligibility and calculating overtime for those employees holding non-exempt positions.

**EFFECTIVE DATE**

This Ordinance shall be in full force and effect beginning on January 1, 2025.

ADOPTED this 24<sup>th</sup> day of September, 2024.

DELAWARE COUNTY COUNCIL

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Daniel Flanagan

William V. Hughes

William Hughes

Matt Kantz

Jim Mochal

Jessica Piper

Ryan Webb

Eugene Whitehead

ATTEST:

Kel Edsall Head Bookkeeper  
Ed Carroll, Auditor