

OCONEE COUNTY ADMINISTRATIVE FACILITY
Current Staffing Level Chart
7/30/15

DEPARTMENT – 01 Commissioners		NOTES	SPECIAL NEEDS
Function 1110 Governing Body	Mark Saxon - Commissioner John Daniell – Commissioner William (Bubber) Wilkes – Commissioner Jim Luke – Commissioner	One office for joint use by all 4 part-time commissioners?	Public meeting room (Chambers) 4 bays – 40%, 20%, 20%, 20%. 3 of 20% rooms used by other departments daily. Moveable walls to expand size to 100%
Function 1130 Clerk of Commission	Jane Greathouse – County Clerk*	Full-time office*	

DEPARTMENT – 02 Administration		NOTES	SPECIAL NEEDS
Function 1310 Commission Chairperson	Melvin Davis – Chairman Kathy Hayes – Executive Assistant		
Function 1320 Administrative Officer	Jeff Benko – Administrative Officer		
Function 1590 Customer Service	Angela Helwig – Administrative Secretary Kathleen Wiltse – PT Office Assistant	Office is reception area Office is reception area	

DEPARTMENT – 03 Human Resources		NOTES	SPECIAL NEEDS
Function 1540 Human Resources	Malinda Smith – HR Director Susan Roberts – Asst. HR Director Sherry Seila – HR Payroll Technician		Secure file space for personnel records. Need separate area for job applicants to fill out applications and to conduct interviews.

*All employees are full-time with office space unless noted otherwise.

DEPARTMENT – 04 Finance		NOTES	SPECIAL NEEDS
Function 1510 Finance Administration	Wes Geddings – Finance Director Vacant – Assistant Director Kay Bullock – Finance Officer Donna Norton – Budget/Internal Audit Karen Barnett – Procurement Officer Bobby Chesnutt – Finance Officer Sharon Hamilton – Finance Officer		Reception area Safe/vault area See current space Interview Director

DEPARTMENT – 07 Tax Commissioner		NOTES	SPECIAL NEEDS
Function 1545 Tax Commissioner	Jennifer Riddle – Tax Commissioner Tracye Bailey – Deputy Tax Commissioner Patricia Childers – Motor Vehicle Registrar, Sr. Helen Hudson – Motor Vehicle Registrar, PT Marsha Jordan – Motor Vehicle Registrar Lisa Jackson – Administrative Assistant Debra Watson – Motor Vehicle Registrar		See current space. Conduct interview with Tax Commissioner.

DEPARTMENT – 15 Property Appraisal		NOTES	SPECIAL NEEDS
Function 1550 Property Appraisal	Allen Skinner – Chief Appraiser Trent Crawford Asst. Chief Appraiser Nathan Evans – Appraiser II Carol Gurley – Appraiser II Diane Lilienthal – Administrative Secretary Brian Bray – Appraiser II Chris Neal – Appraiser II Amanda Shelton – Appraiser I Board of Tax Assessors (Temp. Employees): Harvey Downs – Board Member Hugh Larkey – Board Member Claire McDougald – Board Member David Francis – Board Member Julius (Ed) Lord – Board Member	No office(s) currently provided	See current area. Conduct interview with Chief Appraiser. Need meeting room.5

DEPARTMENT – 21 Strategic & Long-Range Planning		NOTES	SPECIAL NEEDS
Function 7411 Strategic & Long-Range Plng.	Wayne Provost – Director Carole Rogers – Administrative Assistant		See current space. Conduct interview with Director.

DEPARTMENT – 22 Planning/Code Enforcement		NOTES	SPECIAL NEEDS
Function 7210 Protective Inspection Admin.	Linda Patterson – Administrative Assistant Liz Smith – Permit Clerk		See current space. Conduct interview with Director.
Function 7220 Building Inspection	Russ Henson – Building/Fire Inspector Matt Brock – Building Inspector Steve Hansford – Building Inspector		
Function 7410 Planning & Zoning	Brad Callendar – Planner/Project Admin. Deanna Ruark – Administrative Secretary Sandy Weinel – Development Proj. Engineer B.R. White – Director		
Function 7450 Code Enforcement	Paul Smith – Code Enforcement Officer Gaby Bryan – Code Enforcement Officer		

DEPARTMENT – 23 Information Technology		NOTES	SPECIAL NEEDS
Function 1535 Information Technology	Paula Nedza – IT Director Dan Flanders – GIS Administrator Austin Marable – GPS/GIS Specialist Patrick Magana – Assistant Director Doug Hibbets – IT Technician		See current space. Conduct interview with Director.

DEPARTMENT – 25 Community Development		NOTES	SPECIAL NEEDS
Function 7510 Economic Development	J.R. Charles – Director Jay Boling – Econ. Dev. Asst. (PT)		See current space. Conduct interview with Director.
Function 7540 Tourism	Alex Perschka – Tourism Assistant Dillon Thompson – Tourism Intern		
Function 7545 Tourism – Hotel Sales Tax	Peggy Holcomb – Tourism Director		

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