



**Yamhill County**  
**Public Works Department**  
**2060 Lafayette Avenue, McMinnville, OR 97128**  
**Ph. 503.434.7515 Fax 503.472.4068 E-mail pubwork@co.yamhill.or.us**

John Phelan  
Director

Roy Panschow  
Road Supervisor

Russ Heath  
Shop Supervisor

**MEMORANDUM**  
April 1, 2015

15 APR -9 P2:19

To: Administrator Laura Tschabold  
Liaison, Stan Promozych  
Yamhill County Board of Commissioners

From: John F. Phelan, Public Works Director

Re: Senior Office Specialist

Administrator and Commissioners,

Due to the impending retirement of the County Engineer on April 30, 2015, Public Works will undergo a restructuring that will necessitate the imminent hiring of an additional Senior Office Specialist at Range 10, Step 2 to assist in handling the tasks that are part of that job description (accounting, i.e., department revenues and expenditure and payroll, clerical, receptionist) which the current Office Administrator has assisted in handling when demand has necessitated and time has permitted. Because Bill Gille is retiring, this will not over-expend our budget.

Accepted by Yamhill County  
Board of Commissioners on  
4.9.15 by Board Order  
# 15-89