
Yamhill County

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Office of County Administrator

LAURA S. TSCHABOLD
COUNTY ADMINISTRATOR

KEN HUFFER
DEPUTY ADMINISTRATOR

MEMORANDUM

TO: Board of Commissioners

Date: December 15, 2017

FROM: Laura Tschabold, County Administrator 

CC: Ken Huffer, Desiree Lundeen,

RE: **Request to Increase Grants & Special Projects Manager FTE from .60 to 1.0 FTE**

Due to an ever growing increase in initiatives, projects and grant requests in the Commissioners' Office, Administration and other county departments, there is a need for increased assistance managing these various grants, programs and initiatives by the Grants and Special Projects Manager.

The increase in FTE from .60 FTE (32 hours per week) to 1.0 FTE will provide the county with expanded capability for grant writing, coordination, technical assistance and management. Additionally more capacity for the position to be available to provide support with project and initiative research, assistance, coordination and monitoring.

For the 2017-18 fiscal year, the additional funds needed for this FTE change is \$14, 761. The Sheriff has volunteered to contribute a portion of that for this fiscal year for a special project that he has in mind. The remainder can be handled from the Admin. Services (10-10) budget without an additional general fund request.

Thank you for your consideration.

Accepted by Yamhill County
Board of Commissioners on

12-21-17 by Board Order

17-516