



# Madison County Buildings and Grounds

Tony Greer, County Administrator ▪ Danny Lee, Director of Buildings & Grounds

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## MEMORANDUM

TO: Tony Greer, County Administrator  
FROM: Danny Lee, Director of Building and Grounds  
RE: Operations Assistant  
DATE: March 16, 2016

Provided is a list of job duties and responsibilities for an Operations Assistant that would assist the Department of Building and Grounds on a daily basis. I am requesting that Clara Latiker assume these responsibilities and that her annual salary be increased from \$34,163.16 to \$36,950.00 (an increase of \$2,786.84).

Title: Operations Assistant

Duties and Responsibilities:

- Parks
  - Maintain Calendar for Events
  - Maintain Calendar for Pavilion Reservations
  - Maintain Calendar for Community Center Reservations/ Rental
  - Relay Concerns or Complaints to Director of Building and Grounds
  - Relay Rental Schedule to Director of Building and Grounds
  - Relay Events Schedule to Director of Building and Grounds
  
- Building and Grounds
  - Maintain Janitorial Supplies Inventory
  - Maintain List of Inventory Items
  - Maintain Files
  - Maintain Contracts/ Files
  - Assist with Project Management
  - Janitorial Inspections (Review Facilities)