



# MICHAEL D. SANDERS

Jackson County Executive

EXECUTIVE ORDER NO. 15-32

**TO: MEMBERS OF THE LEGISLATURE  
CLERK OF THE LEGISLATURE**

**FROM: MICHAEL D. SANDERS  
JACKSON COUNTY EXECUTIVE**

**DATE: DECEMBER 7, 2015**

**RE: REORGANIZATION**

- A. Executive Order #14-13 is hereby rescinded.
- B. Pursuant to Section 11 of Article IV of the Jackson County Charter, there are established as members of the staff of the County Executive the following:

**Chief Administrative Officer**, Division of Internal Services and Taxation

**Chief Operating Officer**, Division of Operations and Public Safety

**Chief of Staff**, Division of Economic Development, Communications, and Transportation

**Executive Senior Advisor**, Intergovernmental Relations

**Chief (Executive Director)**, Rock Island Rail Corridor Authority

as said positions may be amended, and together with such other staff positions as may be included in the County's annual budget.

Within these divisions are the following departments and offices:

**Internal Services and Taxation** - Chief Administrative Officer  
Finance and Purchasing  
Budget  
Human Resources  
Information Technology

**RECEIVED**

**DEC 07 2015**

**MARY JO SPINO  
COUNTY CLERK**



Assessment  
Collection  
Recorder of Deeds

Liaison to:  
Office of Ethics, Human Relations, and Citizen Complaints  
(OEHRCC)  
OEHRCC Commission

**Operations and Public Safety - Chief Operating Officer**

Parks + Rec  
Public Works  
    Planning and Zoning  
    Environmental Health  
    Facilities Management  
Corrections  
    Office of Population Control  
County Municipal Court

Liaison to:  
Prosecuting Attorney's Office  
Public Administrator's Office  
Sheriff's Office  
Circuit Court of Jackson County, Missouri

**Economic Development, Communications, and Transportation – Chief of Staff**

Economic Development  
Emergency Management  
Communications

Liaison to:  
Jackson County Sports Complex Authority  
County Boards and Commissions not otherwise assigned

**Executive Senior Advisor**

Liaison to:  
Anti-Drug Sales Tax (COMBAT) Office  
Drug Commission  
Medical Examiner's Office  
Jackson County Health Department  
Truman Medical Center

The director of each department shall organize and manage the department, subject to the coordination and supervision of the County Executive and the respective division chief, and shall appoint and assign functions and duties to such other officers, assistants, and employees as may be provided.

### **Division of Internal Services and Taxation**

The Chief Administrative Officer shall aid the County Executive in the coordination and supervision of the Departments of Finance and Purchasing, Human Resources, Information Technology, Assessment, Collection and Recorder of Deeds and the Budget Office. The Chief Administrative Officer shall have such duties as are prescribed by the Constitution, Laws, Charter, and Code for those departments and for the County Treasurer. The Chief Administrative Officer shall monitor County contractual services functions. The Chief Administrative Officer shall have all duties as are delegated by the County Executive and such other duties as may be required of that office by the County Charter and/or Code, including but not limited to, the powers and duties prescribed for the Budget Manager in chapter 7 of the Code; for the Director of Revenue in chapter 8 of the Code; for the Director of Purchasing in chapters 10, 11, and 47 of the Code; for the Director of Personnel in chapters 7, 9, and 75 of the Code; for the Director of Revenue in chapter 44 of the Code; for the Managers of the Division of Finance and Division of Finance and Operations and Director of the Department of Finance in the Code and Personnel Rules; for the Manager of the Division of Administration in chapter 16 of the Code; for the Director of Assessment in chapter 20 of the Code; for the Collecting Authority in chapter 21 of the Code; for the Collection Authority in chapter 21 of the Code; for the Director of Revenue and Administration in chapter 41 of the Code; for the Director of Revenue in chapter 91 of the Code; and for the Director of Records in chapters 81 and 90 of the Code. The Chief Administrative Officer shall also have any other duties required of county officers appointed by the County Executive, with the exception of the County Counselor and Medical Examiner, not expressly assigned under this Executive Order.

The Director of Finance and Purchasing shall administer the Department of Finance and Purchasing, which shall include accounting and payroll functions. The Director shall act as purchasing agent and shall have such duties as are delegated to that office by the County Executive and the Chief Administrative Officer and such other duties required of that office by the Code.

The Budget Officer shall serve under the direction of the Director of Finance and Purchasing in the preparation and administration of the budget. The Budget Officer shall administer the Budget Office and shall have such other duties as are delegated to that office by the County Executive and the Chief Administrative Officer and such other duties required of that office by the Code.

The Director of Human Resources shall administer the Human Resources

Department and the merit system. The Director shall certify all additions, deletions, and changes in the payrolls of merit system employees and shall have such duties as are delegated to that office by the County Executive and the Chief Administrative Officer and such other duties required of that office by the Code.

The Director of Information Technology shall administer management information systems, which shall be responsible for coordinating, operating, and directing all of the County's computer and telecommunications functions. The Director shall also be responsible for coordinating and supervising a variety of geographic information systems (GIS) including data modeling, conversion, maintenance, quality assurance, documentation, and dissemination activities within the County and promote the use of GIS to other agencies and units of government. The Director shall have such duties as are delegated to that office by the County Executive and the Chief Administrative Officer and other such duties required of that office by the Code.

The Director of Assessment shall administer the provision of assessment tax rolls to political subdivisions and taxpayers for the levying of taxes and shall have such duties as are delegated to that office by the County Executive and the Chief Administrative Officer and such other duties required of that office by the Code, except those otherwise specifically delegated, including the 2017 appraisal process and final decisions on real estate valuation. The County Executive and Chief Administrative Officer may assign specific responsibilities relating to the implementation of the statutorily required 2017 General Reassessment and to the valuation of real property to a competitively retained, independent expert consultant.

The Director of Collection shall administer the collection of property taxes for all political jurisdictions. The Collector shall have such duties as are delegated to that office by the County Executive and the Chief Administrative Officer and such other duties required of that office by the Code.

The Recorder of Deeds shall have the duty of recording, reproducing, copying, storing, and indexing deeds, instruments, conveyances, and other documents required by the Laws or the Code to be kept and shall administer the Department of the Recorder of Deeds. The Recorder shall have such duties delegated to that office by the County Executive and the Chief Administrative Officer and such other duties required of that office by the Code.

The Chief Administrative Officer shall have the additional duties of coordinating the functions of the Office of Ethics, Human Relations, and Citizen Complaints (OEHRCC) and the OEHRCC Commission.

#### **Division of Operations and Public Safety**

The Chief Operating Officer shall aid the County Executive in the coordination and supervision of the Departments of Parks + Rec, Public Works, and Corrections, and

in the administration of the County Municipal Court. The Chief Operating Officer shall have all duties prescribed in the Constitution, Laws, Charter and Code for those departments and for the County Highway Engineer and County Surveyor. The Chief Operating Officer shall have all duties as are delegated to that office by the County Executive and such other duties as may be required of that office by the County Code, including, but not limited to, the powers and duties prescribed for the Director of the Health Department in chapters 40, 44, 45, and 46 of the Code; for the Director of Public Works in chapters 10, 25, 28, 31, 32, 36, 43, 52, 53, 54, 81, 85, 240, 241, 243, and 247 of the Code; for the Department of Planning and Development in chapter 48 of the Code; for the Director of Planning and Zoning in chapters 32 and 81 of the Code; for the Director of the Solid Waste Management Program in chapter 30 of the Code; for the Director of Parks and Recreation in chapters 50 and 84 of the Code; for the Manager of the Division of Operations in chapter 16 of the Code; for the Manager of the Division of Administration in chapter 81 of the Code; for the Director of Corrections in chapter 80 of the Code; and for the County Municipal Court Administration in chapter 18 of the Code.

The Director of Parks + Rec shall administer all County parks, lakes, marinas, and recreational facilities and programs and shall have such duties as are delegated to that office by the County Executive and the Chief Operating Officer and such other duties required of that office by the Code.

The Director of Public Works shall administer all County roads, highways, streets, sewers, bridges, and dams. The Director shall be responsible for the implementation, execution, and enforcement of the County's zoning code provisions and the plan for the development of the County. The Director shall have responsibility for the implementation, execution, and enforcement of building construction code provisions for the County. The Director shall have responsibility for the County's environmental health program. The Director shall direct the operation of all County buildings and grounds, with the exception of those in the County park system and Office of the Sheriff, and those dedicated to the sole use of the Circuit Court of Jackson County, and shall have such duties as are delegated to that office by the County Executive and the Chief Operating Officer and such other duties required of that office by the Code.

The Director of Corrections shall administer the County detention center and other correctional institutions and shall have such duties as are delegated to that office by the County Executive and the Chief Operating Officer and such other duties required of that office by the Code. The Director of Corrections shall also be responsible for the Office of Population Control.

The County Municipal Court Administrator of the Jackson County Municipal Court shall administer the operations of the Court and ensure compliance with all applicable provisions of the Laws and County Code. The County Municipal Court Administrator shall provide support services for judicial officers appointed to preside over the County Municipal Court and the lawyers assigned by the County Counselor to prosecute

offenses before the Court, and the County Executive or the Executive's designee regarding the operations and administration of the County Municipal Court and its budget.

The Chief Operating Officer shall also serve as the administration's liaison to the Offices of the Sheriff, Public Administrator, and Prosecuting Attorney, and to the Circuit Court of Jackson County, Missouri.

### **Division of Economic Development, Communications and Transportation**

The Chief of Staff shall aid the County Executive in the coordination and supervision of the Offices of Economic Development, Emergency Preparedness, and Communications. The Chief shall have such duties as are prescribed by the Constitution, Laws, Charter, and Code for the Offices of Economic Development, Emergency Preparedness, Communications Department and the Rock Island Rail Corridor Authority. The Chief of Staff shall have the powers and duties prescribed for the Office of Economic Development and Planning in chapter 81 of the Code; and such other duties as are delegated to that office by the County Executive.

The Director of Economic Development shall administer the Office of Economic Development and shall be responsible for the promotion and support of regional economic development through collaboration with municipalities, regional development agencies, the private sector, and the community. The Director will engage with stakeholders regarding economic development policy and will support county initiatives designed to promote economic growth. The Director shall have such duties delegated to that office by the County Executive and the Chief of Staff and such other duties required of that office by the Code.

The Director of Emergency Management and Safety shall administer the Office of Emergency Management and Homeland Security. The Director shall be responsible for preparing, planning, and recovery of emergency situations and homeland security initiatives within the County. The Director shall prepare for potential disasters that are either man-made or are caused by nature. The Director shall prepare appropriate emergency management plans, train the various County agencies, and support response activities with other local jurisdictions, County agencies, the State of Missouri Emergency Management Agency, and Federal personnel, to ensure that the lives of the citizens of the County and their property are protected. The Director is responsible for developing an Emergency Operations Plan for annual state certification and for operating a functional Emergency Operations Center that is on-call 24 hours a day, 365 days a year.

The Director of Communications shall be responsible for all aspects of external and internal communications including, but not limited to, media, social media and internet, multi-media, and marketing. The Director shall have such duties delegated to

that office by the County Executive and the Chief of Staff and such other duties required of that office by the Code.

The Chief of Staff shall serve as the administration's liaison to the Jackson County Sports Complex Authority, and Rock Island Rail Corridor Authority, and to County boards and commissions not otherwise assigned in this Executive Order.

#### **Executive Senior Advisor**

The Executive Senior Advisor shall be responsible for the maintenance of all community, governmental, and business contacts and act as the government relations liaison between Jackson County and other governmental entities including the managing and coordination of Transit Oriented Development and Transit Education throughout the community. The Executive Senior Advisor shall serve as the administration's liaison to the Office of the Medical Examiner, Truman Medical Center, Jackson County Health Department, the County's Anti-Drug Sales Tax (COMBAT) staff, and Drug Commission, and shall have such duties as are delegated to that office by the County Executive and such other duties required of that office by the Code.

#### **Chief (Executive Director) of Rock Island Rail Corridor Authority**

The Chief (Executive Director) of the Rock Island Rail Corridor Authority shall be responsible for the administration of the Rock Island Rail Corridor Authority and for overseeing the implementation and development of the Rock Island Rail Corridor as a multi-modal transit corridor that enhances transportation alternatives for Jackson County and the region, promotes healthy active transit options, and supports regional economic development through collaboration with other transit entities, municipalities, the private sector, and the community. The Chief shall have such duties delegated to that office by the County Executive and required of it by the Code.



Michael D. Sanders, County Executive

12-7-15

Dated