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Phil LeVota
Jackson County Executive

EXECUTIVE ORDER NO. 25-39

TO: MEMBERS OF THE LEGISLATURE
CLERK OF THE LEGISLATURE

FROM: PHIL LEVOTA
COUNTY EXECUTIVE

DATE: DECEMBER 8, 2025

RE: REORGANIZATION

- A. Executive Order No. 16-12 is hereby rescinded.
- B. Pursuant to Section 11 of Article IV of the Jackson County Charter, there are the following established as members of the staff of the County Executive:
 - Chief Of Staff**, Theresa Garza
 - County Administrator**, Stephen Arbo
 - Chief Public Affairs Officer**, Jennifer Nussbeck
 - Chief Policy Officer**, Chris Whiting
 - Community Relations Officer**, Courtney Adams Canady
 - Chief Executive Assistant**, Lauren Powell

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

Within the Executive Office Structure are the following departments and offices:

Chief of Staff

Communications
Community Engagement
Government Relations
Liaison to:

Jackson County Sports Complex Authority
Pension Plan Board
County Boards and Commissions not otherwise assigned

County Administrator –

Emergency Manager

Financial

Operational

Liaison to:

Office of Ethics, Human Relations, and Citizen Complaints (OEHRCC)

OEHRCC Commission

Operations – Assistant County Administrator

Economic Development

Parks and Rec

Public Works

Internal Services – Assistant County Administrator

Environmental Health

Medical Examiner

Human

Resources

Information Technology

Fiscal Operations – Assistant County Administrator

Assessment

Collections

Finance and Purchasing

Recorder of Deeds

The Assistant County Administrators shall oversee and provide direction to the departments assigned to them. The director of each department shall organize and manage the department, subject to the coordination and supervision of the County Executive Office and the respective division chief, and shall point out and assign functions and duties to such other officers, assistants, and employees as may be provided.

County Municipal Court

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.

County Administrator

The County Administrator, or the County Administrators designee, shall aid the County Executive in the coordination of Day-to-Day Operations and oversee and provide direction to the County Emergency Preparedness Plan and shall be responsible for the maintenance of all community, governmental, and business contacts and act as the liaison between Jackson County and other entities regarding all public health-related issues and matters. The County Administrator may assign Assistant County Administrators to act as liaisons 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, or the Executive's designee, and the County Charter and/or 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.

Assistant County Administrator of Operations

The Assistant County Administrator of Operations shall aid the County Executive in the coordination and supervision of the Departments of Economic Development, Parks and Rec, and Public Works. The Assistant County Administrator of Operations shall have such duties as are prescribed by the Constitution, Laws, Charter, and Code for those departments. The Assistant County Administrator of Operations shall have all duties as are delegated by the County Administrator, or the County Administrators' designee, and such other duties as may be required of that position by the County Executive, or the Executive's designee, and the County Charter and/or Code.

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 Administrator, or the County Administrators' designee, and such other duties as may be required of that position by the County Executive, or the Executive's designee, and the County Charter and/or 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 Administrator and such other duties as may be required of that

position by the County Administrator, or the County Administrators' designee, and such other duties as may be required of that position by the County Executive, or the Executive's designee, and the County Charter and/or 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 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 delegated to that office by the County Administrator, or the County Administrators' designee, and such other duties as may be required of that position by the County Executive, or the Executive's designee, and the County Charter and/or Code.

Assistant County Administrator of Internal Services

The Assistant County Administrator of Internal Services shall aid the County Executive in the coordination and supervision of the Departments of Environmental Health, Medical Examiner, Human Resources, and Information Technology. The Assistant County Administrator of Internal Services shall have such duties as are prescribed by the Constitution, Laws, Charter, and Code for those departments. The Assistant County Administrator of Internal Services shall have all duties as are delegated by the County Administrator, or the County Administrators' designee, and such other duties as may be required of that position by the County Executive, or the Executive's designee, and the County Charter and/or Code.

The Director of Environmental Health shall administer programs and services designed to protect and promote the public's health through environmental regulation, monitoring, and enforcement. The Director shall be responsible for coordinating and supervising activities related to food safety, water quality, air pollution control, waste management, vector control, and other environmental health concerns within the County. The Director shall also oversee inspection, permitting, compliance, and public education initiatives, and promote collaboration with state and federal agencies, municipalities, and community organizations to ensure environmental health standards are met. The Director shall have such duties as are delegated to that office by the County Administrator, or the County Administrators' designee, and such other duties as may be required of that position by the County Executive, or the Executive's designee, and the County Charter and/or Code.

The Director of the Medical Examiner's Office shall administer operations related to medicolegal death investigations, which shall be responsible for determining the cause and manner of death in cases under the jurisdiction of the County. The Medical Examiner shall be responsible for coordinating and supervising autopsies, forensic examinations, toxicology testing, evidence collection, and documentation activities, and for maintaining accurate and secure records of all investigations. The Director shall also oversee the dissemination of findings to law enforcement, courts, families, and other agencies, and promote the advancement of forensic science practices within the County. The Director shall

have such duties as are delegated to that office by the County Administrator, or the County Administrators' designee, and such other duties as may be required of that position by the County Executive, or the Executive's designee, and the County Charter and/or 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 Administrator, or the County Administrators' designee, and such other duties as may be required of that position by the County Executive, or the Executive's designee, and the County Charter and/or Code.

The Director of Information Technology shall ~~administer~~ information management 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 Administrator, or the County Administrators' designee, and such other duties as may be required of that position by the County Executive, or the Executive's designee, and the County Charter and/or Code.

Assistant County Administrator of Fiscal Operations

The Assistant County Administrator of Fiscal Operations shall aid the County Executive in the coordination and supervision of the Departments of Assessment, Collections, Finance, and Recorder of Deeds. The Assistant County Administrator of Fiscal Operations shall monitor County contractual services functions relating to the fiscal viability of the County. The Assistant County Administrator of Fiscal Operations shall have such duties as are prescribed by the Constitution, Laws, Charter, and Code for those departments and shall have all duties as are delegated by the County Administrator, or the County Administrators' designee, and such other duties as may be required of that position by the County Executive, or the Executive's designee, and the County Charter and/or 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 County Charter and/or Code, except those otherwise specifically delegated, including the 2017 appraisal process and final decisions on real estate valuation. The County Administrator, or the County Administrators' designee, and such other duties as may be required of that position by the County Executive, or the Executive's designee, may assign specific responsibilities relating to the implementation of statutorily required orders 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 Administrator, or the County Administrators' designee, and such other

duties as may be required of that position by the County Executive, or the Executive's designee, and the County Charter and/or Code.

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 Administrator, or the County Administrators' designee, and such other duties as may be required of that position by the County Executive, or the Executive's designee, and the County Charter and/or 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 Administrator, or the County Administrators' designee, and such other duties as may be required of that position by the County Executive, or the Executive's designee, and the County Charter and/or 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 Administrator, or the County Administrators' designee, and such other duties as may be required of that position by the County Executive, or the Executive's designee, and the County Charter and/or Code.

Chief of Staff

The Chief of Staff shall aid the County Executive in the coordination and supervision of the Office of Communications and Executive Office Staff. The Chief of Staff shall have such duties as are prescribed by the Constitution, Laws, Charter, and Code for the Office of Communications. The Chief of Staff shall have such other duties as are delegated to that office by the County Executive. The Chief shall also be responsible for the maintenance of all community, governmental, and business contracts, in coordination with the County Counselors Office, and act as the governmental relations liaison on behalf of the County Executive Office between the County Legislature, the Sheriff, Prosecuting Attorney, and other governmental entities and/or elected officials. The Chief of Staff shall serve as the administration's liaison to the Jackson County Sports Complex Authority, and to all County boards and commissions assigned by the County Executive.

The Chief Public Affairs Officer shall serve as the senior advisor and strategic lead for all public affairs and media relations under the direction of the Chief of Staff, and on behalf of the County Executive. The Chief Public Affairs Officer will provide executive-level guidance and strategy on messaging, communications, media outreach, and public engagement related to the County Executive and media relations. The Chief Public Affairs Officer is directly responsible for handling external communications, including media advisories' and press releases related to the County Executive and the Office of the County Executive. The Chief Public Affairs Officer shall have such other duties as they are delegated to that position or may be required by the County Executive, or the County Executive's Chief of Staff, and the County Charter and/or Code.

The Director of Communications shall serve under the direction of the Chief Public Affairs Officer as the strategic lead for internal and external communications across County departments. This Director shall administer the Communications Department and shall ensure consistent, accurate, and engaging messaging that reflects the County's values and priorities. The Director shall be responsible for aligning departmental messaging with executive priorities while facilitating operational coordination across County Leadership. The Director shall advance transparency, civic engagement, and public trust by delivering clear, accessible, and compelling communications across all media platforms, including digital content and produce public-facing materials that support County departments and raise awareness of County programs and initiatives. The Director shall have such other duties as are delegated to that office by the County Executive, or the County Executive's Chief of Staff, and the County Charter and/or Code

The Chief Policy Officer shall serve under the direction of the Chief of Staff in the administration of legislative, regulatory, policy initiatives, and implementation on behalf of the County Executive. The Chief Policy Officer shall provide executive-level guidance for all Boards and Commissions appointed by the County Executive. The Chief Policy Officer shall help to shape and advance the County Executive's policy agenda, while ensuring alignment with County priorities, community needs, and intergovernmental opportunities. The Chief Policy Officer shall have such other duties as they are delegated to that office by the County Executive, or the County Executive's Chief of Staff, and the County Charter and/or Code.

The Community Relations Officer shall serve under the direction of the Chief of Staff in support of the County Executive's Office by serving as a central liaison between County leadership and the broader community. The Community Relations Officer shall represent the County Executive at meetings and events, build relationships with residents and community groups, strengthen public trust, and expand awareness of county programs, services, and initiatives. The Community Relations Officer shall work closely with the Executive Office team to ensure that community voices are heard, concerns are elevated appropriately, and residents remain informed and engaged in local government. The Community Relations Officer shall have such other duties as are delegated to that position by the County Executive, or the County Executive's Chief of Staff, and the County Charter and/or Code.

C. Executive Order No. 16-12, dated _____, is hereby rescinded.

12-8-25
Date



Phil LeVota
County Executive