



FRANK WHITE, JR.
Jackson County Executive

EXECUTIVE ORDER NO. 19-30

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

**FROM: FRANK WHITE, JR.
JACKSON COUNTY EXECUTIVE**

DATE: DECEMBER 6, 2019

RE: REORGANIZATION

RECEIVED

DEC 06 2019

MARY JO SPINO
COUNTY CLERK

*JAW
10:45am*

- A. Executive Order #17-20 is hereby rescinded.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:

Troy M. Schulte
County Administrator, Division of Operations and Public Safety

V. Edwin Stoll
Chief Administrative Officer, Division of Internal Services and Taxation

Caleb Clifford
Chief of Staff, Division of External Relations and Economic Development

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:

Operations and Public Safety - County Administrator

Parks + Rec
Public Works
 Planning and Zoning
 Facilities Management
Office of Environmental Health



Internal Services and Taxation - Chief Administrative Officer

Finance and Purchasing
Budget
Human Resources
Information Technology
Assessment
Collection
Recorder of Deeds

External Relations and Economic Development - Chief of Staff

Communications
Office of Economic Development & Governmental Relations
County Boards and Commissions
County Municipal Court

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 Operations and Public Safety

The County Administrator shall aid the County Executive in the coordination and supervision of all County Departments. The Departments of Parks + Rec and Public Works shall report directly to the County Administrator. The County Administrator shall be responsible for, and when necessary have the power and authority, to ensure that any duties prescribed in the Constitution, Laws, Charter and Code for those departments and for the County Highway Engineer and County Surveyor are fulfilled. The County Administrator 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.

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 County Administrator 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 County Administrator and such other duties required of that office by the Code.

The County Administrator 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 Internal Services and Taxation

The Chief Administrative Officer shall report directly to the County Administrator. The Chief Administrative Officer shall aid the County Executive and County Administrator in the coordination and supervision of the Departments of Finance and Purchasing, Human Resources, Information Technology, Assessment, Collection and Recorder of Deeds. The Chief Administrative Officer shall be responsible for, and when necessary the power and authority, to ensure that any duties prescribed by the Constitution, Laws, Charter, and Code for those departments and for the County Treasurer, Budget Officer, Assessor, Collector, and Recorder of Deeds are fulfilled. 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, County Administrator 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 Officer in articles III and VIII of the Charter; 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 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 Director of Finance and Purchasing shall administer the Department of Finance and Purchasing, which shall include accounting, budget and payroll functions. The Director shall act as purchasing agent, budget officer and shall have such duties as are delegated to that office by the County Executive, County Administrator, 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, County Administrator, 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 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, County Administrator 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, County Administrator, and the Chief Administrative Officer and such other duties required of that office by the Code.

The Director of Collection (Collector) 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, County Administrator 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, County Administrator, and the Chief Administrative Officer and such other duties required of that office by the Code.

Division of External Relations and Economic Development

The Chief of Staff shall aid the County Executive in the coordination and supervision of the Department of Communications, Municipal Court Administration, Office of Economic Development and governmental relations functions. The Chief of Staff shall be responsible for, and when necessary have the power and authority, to ensure that any duties prescribed in the Constitution, Laws, Charter and Code for those departments, offices, and functions, including, but not limited to, the powers and duties prescribed for the Director of Economic Development in chapter 81 of the Code and for the County Municipal Court Administrator in Chapter 18 of the Code. The Chief of Staff shall report directly to the County Executive and shall have such other duties as are delegated by the County Executive.

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 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 including the day-to-day administration of the County Municipal Court and its budget.

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.

Members of the Legislature
Clerk of the Legislature
December 6, 2019
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The Chief of Staff shall serve as the administration's liaison to all County boards and commissions not otherwise assigned in this Executive Order.



Frank White, Jr., County Executive

12/6/2019

Dated