



**MICHAEL D. SANDERS**

Jackson County Executive  
**EXECUTIVE ORDER #10-06**

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

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

**DATE: APRIL 12, 2010**

**RE: REORGANIZATION**

**FILED**  
APR 09 2010  
MARY JO SPINO  
COUNTY CLERK  
*CMJ  
9:20am*

- A. Executive Order #09-15 and #07-35 are hereby rescinded.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 Financial Services
  - Deputy Chief Administrative Officer, Division of Operations
  - Chief, Intergovernmental Operations and Communications,  
Division of Intergovernmental Operations and Communications

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

Within three divisions are the following departments and offices:

**Financial Services** – Chief Administrative Officer  
Finance and Purchasing  
Human Resources  
Collection  
Information Technology  
Budget



**Operations – Deputy Chief Administrative Officer**

- Corrections
- Parks and Recreation
- Public Works
  - Planning and Zoning
  - Facilities Management
  - Environmental Health
- Municipal Court Administration

**Intergovernmental Operations and Communications - Chief**

- Intergovernmental Operations
- Communications
- Economic Development
- Emergency Management & Homeland Security
- Assessment
- Recorder of Deeds

The director of each department shall organize and manage the department, subject to the coordination and supervision of the County Executive, the Chief Administrative Officer, and the Chief of Intergovernmental Operations and Communications, and shall appoint and assign functions and duties to such other officers, assistants, and employees as may be provided.

**Division of Financial Services**

The Chief Administrative Officer shall aid the County Executive in the coordination and supervision of the Departments of Finance and Purchasing, Collection, Human Resources, and Information Technology. The Chief Administrative Officer shall have such duties as are prescribed by the Constitution, Laws, and Charter for the County Treasurer, and Collector. The Chief Administrative Officer shall monitor County contractual services and 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 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 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 Article XI, §1 of the Charter and chapters 44 and 46,

of the Code; for the Manager of the Division of Finance and Division of Finance and Operations in the Code and Personnel Rules; and for the Manager of the Division of Administration in chapter 16 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 County accounting 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 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 or the Chief Administrative Officer and such other duties required of that office by the Code.

The Director of Collection shall administer the Department of Collection. The Director 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 functions. The Director shall also be responsible for coordinating and supervising a variety of geographic information system (GIS) 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 or the Chief Administrative Officer, and other such duties required of that office by the Code.

The Budget Officer shall be appointed by the County Executive and will serve under the direction of the Director of Finance & 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.

### **Division of Operations**

The Deputy Chief Administrative Officer shall aid the County Executive and Chief Administrative Officer in the coordination and supervision of the Departments of Corrections, Parks and Recreation, and Public Works. The Deputy Chief Administrative Officer shall have all duties as are delegated to that office by the County Executive and Chief Administrative Officer 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, 43, 52, 53, 81, 85, and 240 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 Planning and Zoning in chapter 81 of the Code; for the Director of Corrections in chapter 80 of the Code; for the Director of Parks and Recreation in chapter 50 of the code; for the Manager of the Division of Operations in chapter 16 of the Code; and for the Manager of the Division of Administration in chapter 81 of the Code. The Deputy Chief Administrative Officer shall also have all duties prescribed in the Constitution, Laws, and Charter for the County Highway Engineer and County Surveyor.

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 Deputy Chief Administrative Officer and such other duties required of that office by the Code.

The Director of Parks and Recreation 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 Deputy Chief Administrative 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 a registered civil engineer. 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 also 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 shall have such duties as are delegated to that office by the County Executive and the Deputy Chief Administrative Officer 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 state statutes and provisions of the Code. The County Municipal Court Administrator shall provide support services for judicial officers appointed to preside over the Court and the attorneys 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 court and its budget.

### **Division of Intergovernmental Operations & Communications**


The Chief of Intergovernmental Operations and Communications shall aid the County Executive in the coordination and supervision of the Office of Intergovernmental Operations, the Office of Communications, the Office of Economic Development, the Department of Assessment, and the Recorder of Deeds. The Chief of Intergovernmental Operations and Communications shall also have such duties as are prescribed by the Constitution, Laws, Charter and Code, for the County Recorder, County Assessor, and the Director of Economic Development; for the Director of Economic Development and Planning in Chapter 81 of the code; for the Director of Assessment in chapters 20 and 91 of the Code; for the Director of Records in chapters 81 and 90 of the Code; for the Director of Revenue in Article XI, §1 of the Charter and chapter 91 of the Code; for the Manager of the Division of Revenue in chapter 91 of the Code; and such other duties as are delegated to that office by the County Executive.

The Director of Emergency Management & Homeland Security shall administer the Office of Emergency Management & Homeland Security. This office is responsible for preparing, planning and recovery of emergency situations and homeland security initiatives within Jackson County. This office shall prepare for potential disasters that are either man-made or are caused by nature. This office shall coordinate both planning and 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 Jackson County and their property are protected. The office of Emergency Management & Homeland Security 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. This office is also responsible for training various County agencies, developing County evacuation plans and generating grant funding.

The Director of Assessment shall administer the Department of Assessment and shall have such duties as are delegated to that office by the County Executive and the Chief of Intergovernmental Operations and Communications and such other duties required of that office by the Code.

Members of the Legislature  
Clerk of the Legislature  
April 12, 2010  
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The Recorder of Deeds shall have the duty of recording, reproducing, copying, storing, and indexing deeds, instruments, conveyances, and other documents required by law or the Code to be kept. The Recorder shall have such duties delegated to that office by the County Executive and the Chief of the Division of Intergovernmental Operations and Communications and such other duties required of that office by the Code.



Michael D. Sanders, County Executive

Dated: 04/08/2010