



Jackson County Missouri

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Legislation Text

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EXECUTIVE ORDER 01-06

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

**FROM: KATHERYN J. SHIELDS
COUNTY EXECUTIVE**

DATE: MARCH 6, 2001

RE: REORGANIZATION

Reorganization of county departments and rescinding Executive Order #99-19.

- A. Executive Order #99-19 is hereby rescinded.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:

Manager of the Division of Administration

Manager of the Division of Finance

Manager of the Division of Operations

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

Within those divisions are the following departments:

Administration

Facilities Management
Human Resources
Purchasing
Records

Finance

Assessment
Collection
Economic Development
Finance
Management Information Systems

Operations

Corrections
Parks and Recreation
Public Works

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 manager, and shall appoint and assign functions and duties to such other officers, assistants, and employees as may be provided.

The Manager of the Division of Administration shall aid the County Executive in the coordination and supervision of the Departments of Facilities Management, Human Resources, Purchasing, and Records. The Manager shall have such duties as are prescribed by the Constitution, Laws, and Charter for the County Recorder of Deeds. The Manager shall monitor County contractual services functions. The Manager 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 Charter and Code, including but not limited to, the powers and duties prescribed for the Personnel Director in chapters 7, 9, and 75 of the Code; for the Director of Purchasing in chapters 10, 11, and 47 of the Code; and for the Director of Records in Chapter 81 and 90 of the Code.

The Director of Facilities Management shall administer the Department of Facilities Management, and direct the operation of all County buildings and grounds, with the exception of those in the County park system and Sheriff's Department, and shall have such duties as are delegated to that office by the County Executive and the Manager of the Division of Administration 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 Manager of the Division of Administration and such other duties required of that office by the Code.

The Director of Purchasing shall administer the Department of Purchasing, act as purchasing agent, and shall have such duties as are delegated to that office by the County Executive and the Manager of the Division of Administration and such other duties required of that office by the Code.

The Director of the Department of Records 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 Director shall have such duties delegated to that office by the County Executive and the Manager of the Division of Administration and such other duties required of that office by the Code.

The Manager of the Division of Finance shall aid the County Executive in the coordination and supervision of the Departments of Assessment, Collection, Finance, Management Information Systems, and Records. The Manager shall have such duties prescribed by the Constitution, Laws, and Charter for the County Assessor, Collector, and Treasurer. The Manager shall have such 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 Charter and Code, including, but not limited to the powers and duties proscribed for the Assessor in chapter 91 of the Code; for the Budget Manager in chapter 7 of the Code; for the Collecting Authority in chapter 21 of the Code; for the Director of Economic Development and Planning in Chapter 81 of the Code; for the Director of Revenue in Article XI, § 1 of the Charter and chapters 8, 44, 46, and 91 of the Code, and for the Director of Revenue and Administration in Chapter 41 of the Code. The Manager shall also have the duties of the former Manager of the Division of Finance and Operations set out in the Jackson County Personnel Rules and 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 Assessment shall administer the Department of Assessment and shall have such duties as are delegated to that office by the County Executive and the Manager of the Division of Finance 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 Manager of the Division of Finance and such other duties required of that office by the Code.

The Director of Economic Development shall be responsible for the implementation of the County's economic development program. The Director shall have such duties as are delegated to that office by the County Executive and the Manager of the Division of Finance and such other duties required of that office by the Code.

The Director of Finance shall administer the Department of Finance, which shall include County accounting functions. The Director shall have such duties as are delegated to that office by the County Executive and the Manager of the Division of Finance and such other duties required of that office by the Code.

The Director of Management Information Systems shall administer management information systems, which shall be responsible for coordinating, operating, and directing all of the County's computer functions. The Director shall have such duties as are delegated to that office by the County

Executive and the Manager of the Division of Finance and such other duties required of that office by the Code.

The Manager of the Division of Operations shall aid the County Executive in the coordination in and supervision of the Departments of Corrections, Parks and Recreation, and Public Works. The Manager shall have all duties prescribed in the Constitution Laws, and Charter for the County Highway Engineer and County Surveyor. The Manager shall have such 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 Corrections in Chapter 80 of the Code; for the Director of the Health Department in chapters 40, 44, 45, and 46 of the Code; for the Director of Parks and Recreation in chapter 50 of the code; for the Director of Planning and Zoning in chapters 32 and 81 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; and for the Director of the Solid Waste Management Program in chapter 30 of 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 Manager of the Division of Operations 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 Manager of the Division of Operations 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 have such other duties as are delegated to that office by the County Executive and Manager of the Division of Operations and such other duties required of that office by the Code.

Dated: _____

Katheryn J. Shields, County Executive