



Jackson County Missouri

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Legislation Text

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EXECUTIVE ORDER #11-21

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

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

DATE: DECEMBER 7, 2011

RE: REORGANIZATION

- A. Executive Order #10-06 is hereby rescinded.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 Division of Records and Taxation

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

Chief of Intergovernmental Relations and Communications/Chief of Staff,
Division of Intergovernmental Relations 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 these divisions are the following departments and offices:

Internal Services B Chief Administrative Officer

Finance and Purchasing
Budget
Human Resources
Information Technology

Liaison to:

Office of Ethics, Human Relations, and Citizen Complaints
Jackson County Sports Complex Authority

Records and Taxation B Chief Administrative Officer

Collection
Assessment
Recorder of Deeds

Operations B Chief Operating Officer

Parks and Recreation
Public Works
Planning and Zoning
Environmental Health
Facilities Management

Public Safety B Chief Operating Officer

Corrections
Office of Population Control
County Municipal Court

Liaison to:

Medical Examiner's Office
Prosecuting Attorney's Office
Sheriff's Office
Truman Medical Center
Jackson County Health Department

Intergovernmental Relations and Communications - Chief of

Intergovernmental Relations and Communications/Chief of Staff

Communications
Economic Development
Emergency Management
Public Information Office

Liaison to:

Anti-Drug Sales Tax (COMBAT) Office
County Boards and Commissions not otherwise assigned

Coordinator, Regional Rail Initiative

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

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, 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; 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 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 functions. The Director shall also be responsible for coordinating and supervising a variety of geographic information systems (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 and the Chief Administrative Officer, and other such duties required of

that office by the Code.

Division of Records and Taxation

The Chief Administrative Officer shall aid the County Executive in the coordination and supervision of the Departments of Assessment, Collection, and the Recorder of Deeds. 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 Collector and County Assessor. The Chief Administrative Officer shall have the powers and duties prescribed 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 Records in chapters 81 and 90 of the Code; for the Director of Revenue in 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 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 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 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. 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 and serving as liaison to the Jackson County Sports Complex Authority.

Division of Operations

The Chief Operating Officer shall aid the County Executive in the coordination and supervision of the Departments of Parks and Recreation and Public Works. 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 Administrative 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, 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 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 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 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 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.

Division of Public Safety

The Chief Operating Officer shall aid the County Executive in the coordination and supervision of the Department of Corrections and 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 functions and such other duties as may be required of that office by the County Executive, including, but not limited to, the powers and duties prescribed for the Director of Corrections in chapter 80 of the Code; and for the County Municipal Court Administrator in chapter 18 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 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 Medical Examiner, Sheriff, and Prosecuting Attorney, to the County Health Department, and to Truman Medical Center.

Division of Intergovernmental Relations and Communications

The Chief of Intergovernmental Relations and Communications shall aid the County Executive in the coordination and supervision of the Office of Communications and the Office of Economic Development. The Chief of Intergovernmental Relations and Communications shall also have such duties as are prescribed by the Constitution, Laws, Charter, and Code for the Director of Economic Development, as well as those powers and duties specified for the Director 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 Emergency Management shall administer the Office of Emergency Management. 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 Chief of Intergovernmental Relations and Communications shall serve as the County Executive's Chief of Staff. The Chief of Intergovernmental Relations and Communications shall serve as the administration's liaison to the County's anti-drug sales tax's (COMBAT) staff and to County boards and commissions not otherwise assigned in this Executive Order. The Chief of Intergovernmental Relations and Communications shall also have responsibility for developing and coordinating the County's public mass transit policy.

The County Counselor shall have all duties prescribed by the Laws, Charter, and Code for the County Counselor, and shall serve as the administration's liaison to the Office of the Public Administrator.

Michael D. Sanders, County Executive

Dated: _____