

## CHAPTER 3

### APPOINTED OFFICERS AND DEPARTMENTS

#### SECTIONS:

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NOTE: COUNTY ENGINEER - SEE CODE OF IOWA SECTION 309.16 THROUGH 309.21

#### SEC. 3-1. OFFICE OF THE ADMINISTRATOR

- A. There shall be an Office of the Administrator responsible for the general administration of the County.
- B. The Office of the Administrator shall be headed by a County Administrator appointed by, and serving at the pleasure of the Board of Supervisors.
- C. The County Administrator shall report to, and be accountable to, the Board of Supervisors for the performance of the office's duties and responsibilities.
- D. The County Administrator shall be a full time employee of the County.

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- E. The County Administrator may serve as head of one or more Departments of County Government not under the direct control of an elected official.

SEC. 3-2                    AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE COUNTY ADMINISTRATOR

- A. The County Administrator serves as the principal advisor to the Board of Supervisors in all matters relating to the overall management of county government operations.
- B. The County Administrator shall have direct administrative authority over all operating departments within the scope of responsibility of the Board of Supervisors.
- C. The County Administrator shall prescribe the accepted standards of administrative practice for all operating departments within the scope of responsibility of the Board of Supervisors.
- D. The County Administrator shall execute and enforce all resolutions and orders of the Board of Supervisors and see that all laws required to be enforced through the Board of Supervisors or by operating departments subject to its control are faithfully executed.
- E. The County Administrator is authorized by the Board of Supervisors to take any reasonable ministerial action necessary in carrying out the responsibilities assigned to him, and to act at his discretion, upon matters not covered by Board policy or strictly prohibited by the Code of Iowa or this code. Such action will be reported to the Board of Supervisors as soon as practicable thereafter.
- F. The County Administrator may delegate to appropriate department heads or professional staff members the authority to discharge certain duties and responsibilities vested in him by the Board of Supervisors. However, the delegation of such authority does not relieve the County Administrator of ultimate accountability and responsibility.

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- G. The County Administrator shall be responsible for the preparation, review and submission (in conjunction with the County Auditor as provided by the Code of Iowa) of a proposed annual operating budget plan for consideration by the Board of Supervisors. As such, a copy of the budget requests of all operating departments, including those under the direction of other elected county officials, and appointed boards, commissions, or other agencies receiving County funding, shall be submitted to the County Administrator in accordance with an annual budget planning calendar and in compliance with such dates and dead-lines as identified in the Code of Iowa. All departmental budget requests shall be in the format and contain such content as prescribed by the County Administrator.
- H. The County Administrator shall be responsible for the development of all proposed capital program plans and the financing thereof, for consideration by the Board of Supervisors. He shall further be responsible for the execution of, and status reporting for all capital projects approved by the Board of Supervisors.
- I. The County Administrator or his designee shall have access to the books and papers of all operating departments, for purposes of gathering appropriate data required in support of the execution of the official duties of the Administrator's Office or in compliance with specific directions of the Board of Supervisors.
- J. The County Administrator is responsible for periodic reporting of the status of the certified or amended annual operating budget, as well as the status of all active funds. Such reporting shall be done in cooperation with the appropriate elected officials having statutory authority and/or responsibility.
- K. The County Administrator is responsible for the review and recommendation of all County operating department personnel appointments and other personnel items to be brought before the Board of Supervisors for their consideration and action.

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- L. The County Administrator shall have the authority to fill vacancies in authorized positions below department head level, within the limitations of budget funding and in conformance with established personnel policies. Such personnel appointments shall be filed bi-weekly in conjunction with Board of Supervisors meetings.
- M. The County Administrator shall be authorized to approve compensation step increases that are in conformance with personnel policies.
- N. The County Administrator is responsible for the review and assessment of all administrative matters to be considered by the Board of Supervisors. All administrative items to be considered by the Board of Supervisors shall be forwarded to the Chairman of the Board of Supervisors by the County Administrator for purposes of assigning to the appropriate committee for consideration.
- O. The County Administrator may recommend appropriate administrative organizational structures and/or administrative reorganizations as he deems necessary for the efficient and effective operation of County government.
- P. The County Administrator may recommend policy to the Board of Supervisors.
- Q. The County Administrator shall be responsible for the management of all County facilities, except as responsibility for specific facilities is otherwise entrusted to county elected officials pursuant to the Code of Iowa.
- R. The County Administrator shall be responsible for acquisition of all County goods and services in the most cost effective manner as possible, and in accordance with policies and procedures established by the Board of Supervisors and the State of Iowa.

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- S. The County Administrator shall present to the Board of Supervisors a recommended candidate for all department head position vacancies. The County Administrator will use a broad-based advisory selection committee represented by at least three elected office holders and three department heads in an advisory capacity during the selection process. The final decision relative to filling department head vacancies shall be made by the Board of Supervisors based upon the aforementioned selection process. For purposes of this section department head positions include the Director of Information Technology, Director of Facilities and Support Services, Director of Community Services, Director of Human Resources, Director of Planning and Development, Juvenile Detention Center Director, and County Engineer. The advisory selection committee members may also include the Health Department Director, or Conservation Director.
- T. The County Administrator may, under the general direction of the Board of Supervisors, bring together various county elected office holders, departments, and agencies to work together on common problems, issues, or opportunities.
- U. The County Administrator may, under the general direction of the Board of Supervisors, represent the Board of Supervisors in meetings with the following: elected office holders; county agencies not under the direct responsibility of the Board of Supervisors; local, state, and federal officials and agencies; community groups and agencies; and the general public.

SEC. 3-3. DEPARTMENT OF INFORMATION TECHNOLOGY

- A. There shall be a Department of Information Technology responsible for coordination and monitoring of the County's information technology functions including technology needs assessment, development and support of in-house or third party computer applications and management of County's LAN/WAN network.
- B. The Department of Information Technology shall be headed by a Director appointed by and serving at the pleasure of the Board of Supervisors.
- C. The Director of Information Technology shall report to and be accountable to the County Administrator for the performance of the department's duties and responsibilities.
- D. The Director of Information Technology shall be a full time employee of the County.

SEC. 3-4. AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE

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DIRECTOR OF INFORMATION TECHNOLOGY

- A. The Director of Information Technology serves as the principal management official in the planning, development and control of the County's information technology function, working closely with the operating departments and agencies of the County in all facets of information technology.
- B. The Information Technology Director shall have direct administrative authority over the employees of the Information Technology department including responsibility for administering collective bargaining agreements and County personnel policies as appropriate to the department.
- C. The Information Technology Director shall be responsible for formulating goals and objectives for the County's voice and data information systems to sustain service demands.
- D. The Information Technology Director shall be responsible for maintaining liaison with the operating departments and agencies of the County respecting their data, voice and information technology needs to insure the provision of superior service.
- E. The Information Technology Director shall provide professional and technical guidance to the County Administrator in the development of an annual five (5) year Capital Improvement Plan (CIP) for information technology for the County.
- F. The Information Technology Director shall develop the strategic plan for future direction of information technology at Scott County.
- G. The Information Technology Director shall be responsible for managing the delivery of all information technology services to external clients as approved by the Board of Supervisors as well as internal County departments and agencies.
- H. The Information Technology Director shall be responsible for the performance of special projects as assigned from time to time by the County Administrator and/or the Board of Supervisors.
- I. The Director of Information Technology shall be responsible for coordinating programming and technical support functions of the Information Technology Department. Provides organizational direction and hands-on support during the design and administration of information technology systems and networks. Insures the coordination of efforts and accomplishment of overall responsibilities through staff.

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- J. The Director of Information Technology shall be responsible for studying current computer applications and potential new system possibilities. Identifies weaknesses in current systems and potential efficiencies realized by new systems. Considers acquisition of new equipment and/or software for specialized applications as appropriate.
- K. The Director of Information Technology shall be responsible for negotiating contracts for the leasing/purchase of computer and communication equipment and software used by Information Technology system users.

SEC. 3-5. DEPARTMENT OF FACILITIES AND SUPPORT SERVICES

- A. There shall be a Department of Facilities and Support Services responsible for the management of the County's physical facilities, including building maintenance, custodial services, building and parking lot security, records storage, space allocation planning, county-wide purchasing and purchase card functions, printshop and mailroom functions, administrative reception, and coordination of construction and remodeling projects.
- B. The Department of Facilities and Support Services shall be headed by a Director appointed by and serving at the pleasure of the Board of Supervisors.
- C. The Director of Facilities and Support Services shall report to and be accountable to the County Administrator for the performance of the department's duties and responsibilities.
- D. The Director of Facilities and Support Services shall be a full time employee of the County.

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SEC. 3-6. AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE  
DIRECTOR OF FACILITIES AND SUPPORT SERVICES

- A. The Director of Facilities and Support Services serves as the principal management official in the planning, direction, operation, and control functions of the Department of Facilities and Support Services.
- B. The Director of Facilities and Support Services shall have direct administrative authority over the employees of the Department of Facilities and Support Services, including responsibility for administering collective bargaining agreements and County personnel policies as appropriate to the department.
- C. The Director of Facilities and Support Services shall be responsible for the maintenance and upkeep of County buildings and grounds, including the development and implementation of preventative maintenance program.
- D. The Director of Facilities and Support Services shall be responsible for the cleaning and custodial upkeep of County buildings.
- E. The Director of Facilities and Support Services shall be responsible for developing, implementing and administering a program to provide adequate security of County buildings and parking lots.
- F. The Director of Facilities and Support Services shall be responsible for developing recommendations in regard to space allocation in County buildings, and shall act as the liaison between the County and tenants in County buildings.
- G. The Director of Facilities and Support Services shall be responsible for the coordination of planning, construction and remodeling projects as assigned by the County Administrator and/or the Board of Supervisors including the development of the multi-year Capital Improvements Plan.
- H. The Director of Facilities and Support Services shall be responsible for developing, implementing and administering a program for the proper storage of County records.
- I. The Director of Facilities and Support Services shall be responsible for developing, implementing and administering a central purchasing function for all County elected offices and departments
- J. The Director of Facilities and Support Services shall be responsible for developing, implementing and maintaining an inventory control system for all County equipment and

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property and providing appropriate interface with the County purchasing system.

- K. The Director of Facilities and Support Services shall be responsible for the coordination and monitoring of various support services used by County offices and departments. These support services include: printshop and mail functions; inbound, outbound and inter-office mail; copier and records imaging coordination; and administration of County motor pool and Vehicle Advisory Committee.
- L. The Director of Facilities and Support Services shall be responsible for the performance of special projects as assigned from time to time by the County Administrator and/or the Board of Supervisors.

SEC. 3-7. DEPARTMENT OF COMMUNITY SERVICES

- A. There shall be a Department of Community Services overseeing activity in the area of human services. The department shall be responsible for providing emergency assistance to indigent persons in the County to ensure that they have adequate food, housing and medical services, for acting as advocate and liaison to County residents in County, State, or private institutions, for acting as conservator, guardian or payee for mentally incompetent residents of the County, for coordination of interdepartmental activities related to mental health, for acting as liaison with the County Commission on Veteran Affairs.
- B. The Department of Community Services shall be headed by a Director appointed by and serving at the pleasure of the Board of Supervisors. The Director shall serve as the General Relief Director.
- C. The Director of Community Services shall report to and be accountable to the County Administrator for the performance of the department's duties and responsibilities.
- D. The Director of Community Services shall be a full time employee of the County.

SEC. 3-8. AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF COMMUNITY SERVICES

- A. The Director of Community Services is responsible for planning, implementing, evaluating and administering the County welfare programs and other functions of the Department of Community Services, and maintaining coordination and liaison with the County Commission on Veteran Affairs and shall serve as the General Relief Director.

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- B. The Director of Community Services shall have direct administrative authority over the employees of the Community Services Department including responsibility for administering collective bargaining agreements and County personnel policies as appropriate to the department.
- C. The Director of Community Services is responsible for the supervision of all financial emergency relief given to indigent persons in the County pursuant to guidelines developed by the County Board of Social Welfare and approved by the Board of Supervisors.
- D. The Director of Community Services is responsible for maintaining contact and liaison with Federal, State and other County agencies respecting eligibility of County residents for alternative welfare assistance.
- E. The Director of Community Services is responsible for facilitating and monitoring ongoing contractual relationships between the County and various authorized agencies providing human services to Scott County residents including Vera French Community Mental Health Center, Community Health Care, Center for Alcohol and Drug Services, Commission on Aging for Senior Iowans and the Handicapped Development Center.
- F. The Director of Community Services is responsible for providing staff support to the County Mental Health/Mental Retardation Advisory Board.
- G. The Director of Community Services is responsible for interdepartmental coordination of mental health and mental retardation activities within Scott County.
- H. The Director of Community Services is responsible for development and coordination of a workfare program for persons receiving financial assistance from the Community Services Department. Persons in the workfare program will repay aid granted by performing meaningful work such as the cleaning of county facilities and work for other public and/or non-profit organizations.
- I. The Director of Community Services shall be responsible for the performance of special projects as assigned from time to time by the County Administrator and/or the Board of Supervisors.

SEC. 3-9. DEPARTMENT OF HUMAN RESOURCES

- A. There shall be a Department of Human Resources responsible for the planning, development and administration of the County's personnel management program, including recruitment, performance appraisal, classification and

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compensation, training, collective bargaining negotiations and administration, administration of the employee benefits program for County employees and equal opportunity/affirmation action.

- B. The Department of Human Resources shall be headed by a Director of Human Resources appointed by and serving at the pleasure of the Board of Supervisors.
- C. The Director of Human Resources shall report to and be accountable to the County Administrator for the responsibilities.
- D. The Director of Human Resources shall be a full time employee of the County.

SEC. 3-10. AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF HUMAN RESOURCES

- A. The Director of Human Resources serves as the principal management official in the planning, direction, operation and control of the functions of the Department of Human Resources.
- B. The Director of Human Resources shall have direct administrative authority over the employees of the Department of Human Resources, including responsibility for administering collective bargaining and County personnel policies as appropriate to the department.
- C. The Director of Human Resources shall be responsible for coordinating in-house employee training, assist supervisory personnel in identifying training opportunities and process departmental training requests.
- D. The Director of Human Resources shall act as the County Equal Employment Opportunity Officer and shall be responsible for development and coordination of the County's Equal Employment Opportunity/Affirmation Action Program.
- E. The Director of Human Resources shall be responsible for administering Step 3 level review of all employee filed grievances respecting conditions of employment.
- F. The Director of Human Resources shall act as the County's representative in collective bargaining negotiations with certified bargaining units and shall be responsible for the overall development and administration of collective bargaining agreements.
- G. The Director of Human Resources shall be responsible for the administration and on-going review of the County's classification and compensation program.

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- H. The Director of Human Resources shall be responsible for the development and administration of employee benefit programs.
- I. The Director of Human Resources shall be responsible for the performance of special projects as assigned from time to time by the County Administrator and/or the Board of Supervisors.

SEC. 3-11. DEPARTMENT OF PLANNING AND DEVELOPMENT

- A. There shall be a Department of Planning and Development responsible for current and future land use and development planning; development and maintenance of the County rural address system; the disposition/maintenance of Scott County Industrial Park and tax deed properties; and building code administration.
- B. The Department of Planning and Development shall be headed by a Director appointed by and serving at the pleasure of the Board of Supervisors.
- C. The Director of Planning and Development shall report to and be accountable to the County Administrator for the performance of the department's duties and responsibilities.
- D. The Director of Planning and Development shall be a full-time employee of the County.

SEC. 3-12. AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF PLANNING AND DEVELOPMENT

- A. The Director of Planning and Development serves as the principal management official in the planning, direction, operation and control of the functions of the Department of Planning and Development.
- B. The Director of Planning and Development shall have direct administrative authority of the employees of the Department of Planning and Development, including responsibility for administering collective bargaining agreements and County personnel policies as appropriate to the department.
- C. The Director of Planning and Development shall be responsible for the promotion and selling of the Scott County Industrial Park and maintenance, promotion and selling of tax deed properties.
- D. The Director of Planning and Development shall be responsible for: planning for current and future land uses and development through the comprehensive plan, zoning and subdivision regulations; promoting economic development and tourism; managing development in the flood plain; and administering the County rural address system.

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- E. The Director of Planning and Development shall be responsible for the building code administration including enforcement of the uniform construction code ordinance.
- F. The Director of Planning and Development shall be responsible for providing staff support to the Planning and Zoning Commission, Board of Adjustment, and Board of Appeals. The Director is the Zoning Administrator when carrying out zoning duties, as authorized in Section 358A.9, 1989 Code of Iowa, and the building official when carrying out building code administration duties.
- G. The Director of Planning and Development shall be responsible for the performance of special projects as assigned from time to time by the County Administrator and/or the Board of Supervisors.