

Chapter 4 - Organization of Departments, Offices and Agencies

4.00.00 INTRODUCTION

In accordance with the County Charter, Section 4.01 A., the following departments, offices and agencies shall comprise the organization of Ramsey County. The activities of these departments, offices and agencies are identified and defined in accordance with the Charter.

The Offices of the County Attorney and the County Sheriff are directed by elected officials. The Charter specifically states that provisions in Section 4.01 shall not apply to the elective Offices of the Sheriff and County Attorney.¹

Service Teams align the organization of Ramsey County into four strategic groupings of departments, offices and agencies for the purpose of coordinating multi-department function and integrating high-level administrative implementation. (Source: County Board Resolution B2015-056).

The following Service Teams are administered by Deputy County Managers appointed by the County Manager.

- Information and Public Records
 - Communications and Public Relations
 - County Assessor
 - Enterprise and Administrative Services
 - Information Services
 - Property Tax, Records and Election Services
- Safety and Justice
 - County Attorney's Office
 - County Sheriff's Office
 - Emergency Communications
 - Emergency Management & Homeland Security
 - Medical Examiner
- Health and Wellness
 - Community Corrections
 - Social Services
 - Finance Assistance Services
 - Public Health
 - Veterans Services Administration
- Economic Growth and Community Investment
 - Community Economic Development
 - Housing Stability
 - Library Parks & Recreation
 - Property Management

- Public Works
- Workforce Solutions

The Countywide Strategic Team is administered by the Director of Policy Analysis and Planning and includes the following departments and divisions administered by directors appointed by the County Manager, pursuant to the County Charter, Section 3.02:

- Finance
- Human Resources
- Policy Analysis and Planning

The following departments and divisions are administered by directors appointed by the County Manager and serving in the County's Classified Service, in accordance with Minnesota Statute, Sections 383A.283 and 383A.286:

- Affirmative Action
- Finance
- Human Resources

The following departments are administered by department directors through special appointment procedures which are summarized in each department's description:

- County Extension Service
- Job Training Program
- Medical Examiner-Coroner
- Community Corrections

4.00.05 Delegation of Authority

Ramsey County department heads and/or departments have been granted the following broad-based, ongoing authorities delegated by the County Board of Commissioners:

a. Department heads are authorized to approve leases for equipment rentals when the department has sufficient funds and the rental term either does not exceed 12 months or permits cancellation upon no more than 60 days' notice, such as postage meters.

Source: County Board Resolution #80-1103.

b. Expenditures for Citizen and Volunteer Committees: Department heads are authorized as the sole authority in each department to approve expenditures for citizen committees and volunteers, pursuant to opinions rendered by the Ramsey County Attorney, and limited to the amount budgeted by the County Board for each department. All supplemental appropriations shall be submitted to the County Board prior to incurring the expense. Department heads shall not delegate this authority to anyone else in the department under any circumstances.

Source: County Board Resolution #84-376.

c. Each department is authorized to make small order (micro) purchases of goods, materials, supplies, and labor services in conformance with state statutes and federal regulations by "Pickup Order" and/or by procurement cards without formal competitive solicitations. Each department shall notify the Procurement Manager of those who are authorized by the department head to make such purchases.

Source: County Board Resolution 2010-290 (superseded County Board Resolution #94-515).

d. Each county department or agency may establish an imprest petty cash account, upon approval of the Director of Finance, for the purpose of making minor disbursements and to provide for making change. No single purchase from the account shall be more than \$50.

Before a department or agency establishes an imprest petty cash account, the department head shall present a request showing the need for the account to the director of Finance. The request will include the purpose for which the funds are to be used, the amount requested, and the name of the individual who will act as custodian of the account. The Director of Finance will approve or deny the request and notify the requesting department in writing of the decision.

Source: County Board Resolution #83-196.

e. Department heads are authorized to approve tuition refunds for continuing education requirements when the courses are directly job related.

Source: County Board Resolution #80-1104.

Department-specific delegations of authority are summarized in the department descriptions that follow in this chapter.

4.00.10 Outline of Chapter

Elected Officials:

4.03 County Attorney

4.06 Sheriff

Other Related Units:

4.12 County Extension Service

4.18 Job Training Programs

4.24 Medical Examiner-Coroner

Staff Divisions:

- 4.27 Affirmative Action
- 4.28 Health and Wellness Administration
- 4.32 Health Care Systems
- 4.33 Information Services
- 4.36 Human Resources
- 4.39 Policy Analysis and Planning
- 4.42 Property Management
- 4.43 Emergency Management and Homeland Security

Line Departments:

- 4.46 Finance
- 4.48 Community Corrections
- 4.51 Social Services
- 4.52 Financial Assistance Services
- 4.54 Parks and Recreation
- 4.55 Emergency Communications
- 4.57 Property Tax, Records and Revenue
- 4.58 County Assessor
- 4.59 Communications and Public Relations
- 4.60 Public Health
- 4.63 Public Works

- 4.64 Library
- 4.66 Veterans Services
- 4.68 Housing Stability
- 4.69 Enterprise and Administrative Services

Staffed Authorities:

- 4.70 Community Economic Development

4.00.20 Chapter Contents

For each department, division or office description the following information is provided:

- 4.XX.10 Summary of the nature of the department, division or office.
- 4.XX.20 Identity of the lead administrative officer.
- 4.XX.30 Description of the key duties and responsibilities of the department, division or office.
- 4.XX.40 If appropriate, delegations of authority granted that specific department, division or office.
- 4.XX.50 List of reports made internally to either the County Board or the County Manager.

4.64.00 LIBRARY

4.64.10 Department Establishment

There shall be a Library Department of the Economic Growth and Community Investment Service Team which shall be under the direction and supervision of the County Manager.

4.64.20 Director and Appointing Authority of Director

The Director of the Library Department shall be appointed by the County Manager as provided for in Chapter 3 of the County Charter and this Administrative Code.

The Director of the Library Department shall appoint, review, transfer, suspend or remove subordinates within the Department as authorized by the Ramsey County Charter in Chapter 3 section 3.02A.

4.21.30 Duties and Responsibilities

Under the supervision of the Library Director, the department shall have the following duties and responsibilities:

- a. Provide and encourage public use of library services, materials and programming;
- b. Participate and promote cooperation within the regional library system;
- c. Provide professional and staff support to the Ramsey County library advisory board. ;

4.64.40 Delegation of Authority

The Library Advisory Board is authorized to accept unconditional cash gifts in the amount of \$5,000 or less as well as to accept donations of books, other materials and equipment with the stipulation that the Advisory Board furnish a list of suggested uses for these gifts which they would recommend.

Source: County Board Resolution #85-549.

There are no delegations of authority given specifically to the Library Department.

4.64.50 Reporting Requirements

The Library Department will prepare and submit the following reports to the County Manager:

- a. Annual report regarding gifts received in the previous fiscal year and planned usage of gifts during the current fiscal year per Section 4.64.40;
- b. Annual budget.
- c. Other reports as requested by the County Board and/or County Manager.