

## **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.<sup>1</sup>

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.

The following Service Teams are administered by Deputy County Managers appointed by the County Manager. (Res. # B2015-056)

- 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
  - Financial Assistance Services
  - Public Health
  - Veterans Services Administration
- Economic Growth and Community Investment
  - Community Economic Development
  - Libraries
  - Parks & Recreation
  - Property Management
  - Public Works
  - Workforce Solutions

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
- 4.66 Veterans Services
- X.XX 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.

#### **4.03.00 COUNTY ATTORNEY**

##### **4.03.10 Office Establishment**

- a. Maximize level of service from the existing highway system while minimizing the negative impact the facilities have on the social and physical environment;

The Director of the Community Economic Development Division shall be appointed by the County Manager as provided for in Chapter 3 of both the Charter and the Administrative Code.

The Director of Community and Economic Development shall appoint, review, transfer, suspend or remove subordinates within that office as authorized by Section 3.02A. of the Charter.

#### **4.70.30 Duties and Responsibilities**

The Community Economic Development Division shall have the following duties and responsibilities to:

- a. Provide the Housing Redevelopment Authority with staff to serve, program, develop, and manage all housing programs within the county, pursuant to Minnesota Statutes, Section 469.004, Subd. 5.
- b. Administer funds from the Community Development Block Grant, a federal entitlement program.
- c. Administer the HOME Investment Partnership Program, a program for funding a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people.
- d. Provide grants, direct loans, loan guarantees or other forms of credit enhancements, or rental assistance or security deposits in order to facilitate the creation of affordable housing for low-income households.

#### **4.70.40 Delegations of Authority**

There are no delegations of authority given specifically to the Community Economic Development Division.

#### **4.70.50 Reporting Requirements**

The Community Economic Development Division shall prepare and submit the following reports to the County Manager:

- a. Annual budget

### **4.XX.XX ENTERPRISE AND ADMINISTRATIVE SERVICES**

#### **4.xx.10 Department Establishment**

There shall be an Enterprise and Administrative Services Department of the Information and Public Records Service Team and shall be under the direction and supervision of the County Manager by County Board Resolution #B2021-242.

#### 4.xx.20 Director & Appointing Authority of Director

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

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

#### 4.xx.30 Duties and Responsibilities

Under the supervision of the Director of Enterprise and Administrative Services, the Department shall have the following duties and responsibilities within the Information and Public Records Service Team and internally within the Department, to:

- a. Provide administration support functions including procurement, contract management, management analysis, records and facilities management for the Information and Public Records Service Team.
- b. Provide financial support services relating to personnel and fiscal management, in coordination with the Information and Public Records Controller, including preparation of an annual budget, ongoing budget monitoring, accounting services, revenue collections, and payroll functions.
- c. Implement and coordinate shared Administration services at the direction of the Deputy County Manager for the Information and Public Records Service Team.
- d. Provide Enterprise Services to connect residents to County and community services, including navigator and service center functions.
- e. Provide enterprise project management, business analysis, process improvement and organizational change management services to all County divisions and departments;

#### 4.xx.40 Delegation of Authority

There are no delegations of authority specifically given to the Enterprise and Administrative Services Department

#### 4.xx.50 Reporting Requirements

The Enterprise and Administrative Services Department shall prepare and submit the following reports to the County Manager

- a. Annual budget
- b. Other reports as requested by the County Board or the County Manager.