

# 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. (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~~ Libraries
  - 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
- ~~County Public Library Services~~
- 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

~~4.21 County Public Library Services~~

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.~~6421~~.00 COUNTY PUBLIC LIBRARY SERVICES

### 4.~~6421~~.10 ~~Office 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. ~~public library services to provide information, books and other materials and related library programs for all people of suburban<sup>3</sup> Ramsey County. Such services shall be governed by the Ramsey County Library Board in accordance with Minnesota Statutes, Chapter 134, and other relevant Minnesota laws. The Library Board members shall be appointed for three-year terms by the Ramsey County Board of Commissioners as provided by law. The Library Board of Trustees shall develop its own bylaws.~~

### 4.~~6421~~.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 ~~both the County Charter and the~~this Administrative Code. ~~Library Services shall be appointed by the Ramsey County Library Board as provided under Minnesota Statutes, Chapter 134, and other relevant laws.~~

The Director of the Library Department ~~Library Services~~ shall appoint, review, transfer, suspend or remove subordinates within the Department ~~Ramsey County Public Library~~ as authorized by the Ramsey County Charter in Chapter 3 section 3.02A., ~~as well as by Minnesota and Federal laws.~~

### 4.21.30 Duties and Responsibilities

~~3 Suburban Ramsey County is defined as all of Ramsey County except St. Paul.~~

~~4 The PIC-LEO Agreement requires 1) that the Job Training Program collect program data necessary for management and evaluation, and prepare required and desired reports for the PIC; and 2) that two commissioners serve as non-voting members of the PIC; and 3) That the minutes and agendas of all PIC meetings be mailed to the two commissioners representing the county on the PIC.~~

Under the supervision of the Library Director, the department shall have the following duties and responsibilities: ~~governance of the Library Board and the day-to-day administration of the Director of Library Services, the public library system shall have the following duties and responsibilities to:~~

- a. Provide and encourage public use of library services, materials and programming; ~~information services and a variety of materials and library programs to the people of suburban Ramsey County;~~
- b. Participate and promote cooperation within the regional library system; ~~Cooperate with other information providers and units of government in the~~

- ~~metropolitan area, State and nation, to ensure that citizens have access to needed information, books and other library materials;~~
- ~~c. Request operational and capital funding from the Ramsey County Board of Commissioners and to administer the financial affairs of the public library in accordance with rules and regulations of the County and State Laws;~~
- ~~d.c. Provide professional and staff support to the Ramsey County library advisory board. Implement policies and procedures for efficient and effective operation of the library system for the public;~~
- ~~e. Provide library facilities which are inviting and attractive; and~~
- ~~f. Maintain records as required by the County and State.~~

#### **4.6421.40 Delegation of Authority**

The Library Advisory Board of Trustees 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 Trustees 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.

#### **4.6421.50 Reporting Requirements**

The ~~Library Board and~~ Library Department Director 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 County Board Resolution #85-549;
- a.b. Annual budget.
- b.c. Other reports as requested by the County Board and/or County Manager.