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# ADMINISTRATIVE MANUAL

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<b>AUTHORITY: WCC 2.04.110</b>		<b>R &amp; O #:</b> RO 22-102	
<b>SPONSORING DEPT/DIV: County Administrator</b>			
<b>ADOPTED:</b> 12/13/2022	<b>REVIEWED:</b>	<b>REVISED:</b>	

Washington County Code (WCC) 2.04.110 requires the following:

*“The board of county commissioners shall adopt and may from time to time revise and add to by resolution and order an administrative manual. The administrative manual shall prescribe the title of each head of department, the duties and responsibilities of each head of department and of each department and the duties and responsibilities of offices, agencies and personnel not assigned to a department and under the supervision of the county administrator. The administrative manual may prescribe other details of procedure and policy for the operation of the county.”*

This document is designed to meet the requirements of WCC 2.04.110 and is titled **Washington County Administrative Manual**. The Board of Commissioners must adopt the Administrative Manual and any revisions. The Administrative Manual shall be reviewed by the County Administrative Office at least every three (3) years, or more often if needed, and updated as necessary.

The Administrative Manual includes the following sections:

1. Personnel Reporting to the County Administrator
2. Departments and Offices
3. Other Details of Procedure and Policy

## Personnel Reporting to the County Administrator

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The following personnel report directly to the County Administrator:

Title	Overview of Duties and Responsibilities <i>(Note: please see Classification Specifications for a full list of position responsibilities)</i>
Assistant County Administrators	Responsible for a portfolio of executive-level leadership assignments as delegated by the County Administrator; able to act as <i>County Administrator Pro Tem</i> as designated by the Board in the County Administrator's absence or disability.
Chief Equity and Inclusion Officer	Plans, leads and promotes equity, diversity and inclusion (EDI) and community engagement strategies and activities within the Office of Equity, Inclusion and Community Engagement (OEICE), including policy coordination, civil rights compliance, data analysis and interdepartmental coordination. The CEIO leads the planning and execution of the County's Equity Resolution, serves on the Executive Leadership Team and provides expert advice and counsel to county elected officials, the County Administrative Office and Washington County Departments.

Others may also report directly to the County Administrator at the County Administrator's discretion (see next section).

## Departments and Offices

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The following are definitions of the functional units in the organization:

- **Departments and Offices** – *Departments* are the largest functional units in the organization. *Offices* are similar to departments but are either led by an elected official or are smaller in scope and size than a department.
- **Divisions and Programs** – A *division* or *program* is a subset of a *department* or *office*. *Divisions* are typically larger in scope and size than *Programs* and can be a subset of a *department* or *office*. *Programs* can be a subset of a *department*, *office*, or *division*.

The following table is organized by the County's five functional areas – General Government; Public Safety & Justice; Land Use & Transportation; Housing, Health & Human Services; and Culture, Education & Recreation – and then by Department/Office within each functional area. The table includes the title of the head of each department or office, to whom the department/office head reports and the duties and responsibilities of each department or office. Many of the duties and responsibilities of County departments, offices and divisions are established by County Charter, County Code, or state law and administrative rules. Each of these duties and responsibilities may change from time to time based on changes to the underlying laws. Please see Classification Specifications for a full list of position responsibilities for department and office heads.

While the County has an office specifically designated to lead Washington County’s focus on equity, diversity and inclusion, each Washington County department, office, division and program is expected to work proactively to promote equity. Additionally, each employee is expected to create a workplace that promotes the organizational values of workplace diversity, equity and inclusion. This expectation is clarified within each employee’s class specification.

Functional Area	Department/ Office	Title of Department/Office Head	Duties and Responsibilities of Department/Office
<b>General Government</b>	Board of County Commissioners	<b>Title:</b> n/a <b>Reports to:</b> voters	Performs all functions and duties of elected Board of County Commissioners described in County Charter, County Code and state law. Serves as the citizen-elected governing body for Washington County government, setting the direction for the organization by defining and approving goals, priorities and policies.
	County Administrative Office	<b>Title:</b> County Administrator or designee <b>Reports to:</b> Board of Commissioners	Performs all functions and duties of the County Administrator described in Section 34 of the County Charter which includes carrying out the Board’s goals, priorities and policies while serving as the administrative arm of the Board of Commissioners. Supports the administrative functions of the Board, serves as liaison between the Board and County departments and offices, interprets Board goals and policies and provides executive leadership to departments and functions. Additional functions include management of <b>Communications/Public Affairs, Economic Development, Emergency Management, Government Relations and Office of Sustainability.</b>
	Office of the Auditor	<b>Title:</b> Auditor (elected) <b>Reports to:</b> voters	Performs all functions and duties of elected County Auditor described in County Charter Section 46 which includes independent evaluation of the effectiveness and results achieved by County programs and activities and making recommendations that assist the Board and management to clarify policy and improve program performance, management practices and operating efficiency.
	Office of County Counsel	<b>Title:</b> County Counsel <b>Reports to:</b> Board of Commissioners	Performs all functions and duties of appointed County Counsel described in ORS 203.145, including such additional services as the board determines.

Functional Area	Department/ Office	Title of Department/Office Head	Duties and Responsibilities of Department/Office
<b>General Government (continued)</b>	Office of Equity, Inclusion and Community Engagement	<b>Title:</b> Chief Equity Officer <b>Reports to:</b> County Administrator	Provides leadership to County as an organization in the area of equity by fostering, supporting and strengthening equity, diversity and inclusion in the County's policies and programs. Supports policy coordination, civil rights compliance, data analysis, interdepartmental equity coordination, volunteer-led activities of the geographic-based Community Participation Organization (CPO) program, equitable community engagement and collaboration with community partners to foster pathways to participation in civic engagement for communities of color and historically underrepresented groups.
	Department of Information Technology Services (ITS)	<b>Title:</b> Chief Information Officer <b>Reports to:</b> County Administrator or designee	Responsible for providing and supporting a reliable and secure end user technology, business applications, internet and intranet technologies, County websites, GIS functions and information security for the County.
	Department of Facilities, Fleet and Parks	<b>Title:</b> Department Director <b>Reports to:</b> County Administrator or designee	Provides efficient and effective planning, acquisition, construction, operation, maintenance and repair of all county-owned or operated facilities (Facilities division). Responsible for the procurement of vehicles and equipment and the management and maintenance of these assets (Fleet division). Acts as steward of public land and resources, providing safe and enjoyable parks in unincorporated Washington County (Parks division).

Functional Area	Department/ Office	Title of Department/Office Head	Duties and Responsibilities of Department/Office
<b>General Government (continued)</b>	Department of Assessment and Taxation	<b>Title:</b> Department Director <b>Reports to:</b> County Administrator or designee	Perform all functions and duties of Assessor described in ORS Chapter 308. Perform all functions and duties of Tax Collector described in ORS Chapter 311. Perform all functions and duties of County Clerk as described in ORS Chapter 205. Assessor and Tax Collector duties include responsibility for administering the property tax system including appraisal, taxation, collections, appeals and special programs including Strategic Investment Program (SIP), Enterprise Zones (EZ), Exemptions and Special Assessments for rural properties. County Clerk duties include elections, cartography/GIS, recording, transfer tax, marriage licenses, passports, imaging and archives.
	Department of Finance	<b>Title:</b> Chief Finance Officer <b>Reports to:</b> County Administrator or designee	Perform all functions and duties of County Treasurer described in ORS Chapter 208. Responsible for finance and accounting, budget, procurement (coordination and support for the competitive purchasing of materials and services and for personal property disposition), collecting transient lodging tax and mail/print services.
	Department of Human Resources	<b>Title:</b> Chief Human Resources Officer <b>Reports to:</b> County Administrator or designee	Responsible for employee and labor relations; benefits, leave and wellness management; talent acquisition; learning and development; HR business systems; and risk management (including workers' compensation, liability and property claims and safety).

Functional Area	Department/ Office	Title of Department/Office Head	Duties and Responsibilities of Department/Office
Public Safety & Justice	Sheriff's Office	<b>Title:</b> Sheriff (elected) <b>Reports to:</b> <i>voters</i>	Perform all functions and duties of elected County Sheriff described in the County Charter and ORS Chapter 206. Primary first response and law enforcement services for rural and urban unincorporated residents and municipal contract partners; provide county wide services including jail management; law enforcement and investigation of crimes including forensics and evidence management; criminal records management; public safety training for all sworn and non-sworn staff; security for the circuit and justice courts; search and rescue; process and serve criminal/civil warrants; execute all civil process and court orders; process and issue concealed handgun licenses and enforce laws on waterways; and public safety community education and engagement.
	District Attorney's Office	<b>Title:</b> District Attorney (elected) <b>Reports to:</b> <i>voters</i>	Perform all functions and duties of elected District Attorney described in ORS Chapter 8. Responsible for: the prosecution of individuals charged with crimes and other violations of state statutes within Washington County; providing criminal law legal advice to the Juvenile Department; the preparation of legal documents relating to all matters brought before the juvenile court and participates in court proceedings; the establishment, modification and enforcement of child support judgments; public outreach and awareness efforts; and for informing crime victims of their constitutional rights and working to protect them.

Functional Area	Department/ Office	Title of Department/Office Head	Duties and Responsibilities of Department/Office
<b>Public Safety &amp; Justice</b> <b>(continued)</b>	Justice Court	<b>Title:</b> Justice of the Peace (elected) <b>Reports to:</b> voters	Perform all functions and duties of elected Justice of the Peace described in ORS Chapter 51. Has jurisdiction over, and provides court adjudication services for, small claims matters (civil actions of \$10,000.00 or less and/or civil actions for return of specific personal property), Forcible Entry and Detainer matters (also known as FED's or evictions) and allegations of violations of the Oregon Vehicle Code. The Justice of the Peace (who sits as the Judge of the Justice Court) also performs weddings for couples who present a marriage license from the State of Oregon. The Justice of the Peace may also sit as a hearings officer for allegations of violations of the Washington County Code.
	Department of Community Corrections	<b>Title:</b> Department Director <b>Reports to:</b> County Administrator or designee	Responsible for providing post-adjudication probation, parole, post-prison supervision and residential (community corrections center) services to justice involved individuals.
	Department of Juvenile Services	<b>Title:</b> Department Director <b>Reports to:</b> County Administrator or designee	Responsible for responding to delinquency referrals from law enforcement. Provides for youth skill and resiliency development, family supports and navigation of the system. Supports victims' restoration through advocacy and restitution. Promotes public safety. Provides conciliation services for circuit court in referred divorce proceedings.
	Law Library	<b>Title:</b> Law Librarian <b>Reports to:</b> County Administrator or designee	Provides research, training and legal reference assistance, access to a variety of general and specialized legal information resources and tools, and a comfortable, welcoming and usable space for everyone engaged with the justice system, including litigants and those facing legal issues, attorneys, court staff, the judiciary and other governmental organizations; and shall perform other law library functions as defined in ORS Chapter 9. Governed by the Board of Commissioners in consultation with the Circuit Court Presiding Judge and advised by the Washington County Bar Association's Law Library Committee.

Functional Area	Department/ Office	Title of Department/Office Head	Duties and Responsibilities of Department/Office
<b>Land Use &amp; Transportation</b>	Department of Land Use and Transportation	<b>Title:</b> Department Director <b>Reports to:</b> County Administrator or designee	Responsible for land use planning, development review and permitting building construction outside cities; countywide and regional land use and transportation planning coordination; engineering, design, construction, maintenance and operations on the County road system and roads in the Urban Road Maintenance District; and public surveying.
	Watermaster	<b>Title:</b> Assistant County Administrator <b>Reports to:</b> County Administrator or designee	Responsible for enforcement of water laws; administration of water rights; collection of hydrologic data; provision of water right information and hydrologic data to the public and water users; inspection of wells and dams within Watermaster District No.18; and other functions as defined in ORS Chapter 540.
<b>Housing, Health &amp; Human Services</b>	Office of Community Development	<b>Title:</b> Community Development Manager <b>Reports to:</b> County Administrator or designee	Manages, on behalf of the County and participating city consortium members, the Community Development Block Grant (CDBG), the Washington County HOME Consortium Grant), the Emergency Solutions Grant (ESG) Program and other programs and services which support the development of viable urban communities, decent housing, a suitable living environment and expanding the economic opportunities for person of low and moderate incomes.
	Department of Health and Human Services	<b>Title:</b> Department Director <b>Reports to:</b> County Administrator or designee	Responsible for animal services, behavioral health (includes addictions and mental health), developmental disabilities, disability, aging and veteran services (DAVS), public health, and solid waste and recycling. Public health includes disease control and prevention (DCAP), emergency medical services (EMS), medical examiner, environmental health, mosquito control, vital records, health equity, planning and policy (HEPP), maternal, child and family health (MCF), public health emergency preparedness (PHEP), research, analytics, information and data (RAID) and Women Infants and Children (WIC).



Functional Area	Department/ Office	Title of Department/Office Head	Duties and Responsibilities of Department/Office
	Department of Housing Services	<b>Title:</b> Department Director <b>Reports to:</b> County Administrator or designee	The Department oversees the administration of federal, state and regional housing, homeless and affordable housing development programs, including the Housing Authority of Washington County (HAWC) functions.
<b>Culture, Education &amp; Recreation</b>	Cooperative Library Services	<b>Title:</b> Washington County Cooperative Library Services (WCCLS) Manager <b>Reports to:</b> County Administrator or designee	Responsible for providing funding, support services and infrastructure to link city and nonprofit libraries into a cooperative system, delivering countywide public library service.
	Fair Complex/ Westside Commons	<b>Title:</b> Venue Manager <b>Reports to:</b> County Administrator or designee	Oversees the management, maintenance and marketing of the Fair Complex/Westside Commons and the Wingspan Event and Conference Center; produces the annual County Fair under the direction of the Fair Board.

### **Other Details of Procedure and Policy**

Other details of procedure and policy for the operation of the County may be found in the County's **Administrative Policies** and associated **Administrative Procedures**. Per Board policy, Administrative Policies are adopted by the Board of Commissioners and Administrative Procedures are approved by the County Administrator. Departments and offices may also have administrative policies and procedures that regulate and guide the operational activities of their respective departments and offices that are approved by the head of the department or office.

### **Organizational Chart**

The organizational chart provides a pictorial representation of the information provided above. It is designed to be an explanatory chart only and may change periodically, at the county administrator's discretion, to more accurately reflect the information provided above. A link to Washington County's current organizational chart may be found here:

<https://www.washingtoncountyor.gov/cao/administrative-manual>