

CHAPTER 31: DEPARTMENTS AND COMMITTEES

Section		(D) Health and Human Services;
		(E) Public Works;
	<i>General Provisions</i>	(F) Land Use Planning;
31.01	Departments comprising government structure	(G) Law Enforcement;
31.02	Board of County Commissioners	(H) District Attorney;
31.03	Finance Department	(I) Community Corrections;
31.04	Assessment and Taxation Department	(J) Economic & Community Development. (Ord. 95-05, passed 7-6-95; Ord. 2007-14, passed 12-19-07; Ord. 2009-01, passed 2-18-09)
31.05	Administrative Services Department	
31.06	Health and Human Services Department	
31.07	Public Works Department	
31.08	Land Use Planning Department	
31.09	Department of Law Enforcement	
31.10	District Attorney	
31.11	Community Corrections	
31.12	Economic & Community Development	

§ 31.02 BOARD OF COUNTY COMMISSIONERS.

(A) County Commissioners are elected to represent the needs and interests of citizens in county government. The three Commissioners have over-lapping four year terms of office so there is continuity of leadership.

(B) The Commissioners are responsible for all county activities except the responsibilities of the Sheriff and District Attorney. The Commissioners directly supervise the offices of County Counsel, Human Resources (personnel), and Budget.

(C) In addition, the Commissioners are responsible for the employment of full time and part-time and on-call county employees.

(D) Several citizen committees are appointed by the Commissioners to advise on matters of public concern and to manage special programs. (Ord. 2007-14, passed 12-19-07; Ord. 2009-01, passed 2-18-09)

Regional Economic Strategy Advisory Committee

- 31.15 Creation
- 31.16 Composition
- 31.17 Duties
- Appendix: County Organizational Chart

GENERAL PROVISIONS

§ 31.01 DEPARTMENTS COMPRISING GOVERNMENT STRUCTURE.

The county government structure is henceforth comprised of the following departments:

- (A) Finance;
- (B) Assessment and Taxation;
- (C) Administrative Services;

§ 31.03 FINANCE DEPARTMENT.

(A) The Finance Director is responsible for distributing collected property taxes to the county,

school districts and special districts, and for investing public funds to earn interest.

(B) The Finance Department maintains bookkeeping and account records, and pays all vendors who sell goods and services to the county. (Ord. 2007-14, passed 12-19-07)

§ 31.04 ASSESSMENT AND TAXATION DEPARTMENT.

(A) *Director of Assessment and Taxation.* The Director of Assessment and Taxation is responsible for assessing all taxable property within the county according to state law, and oversees the Tax Collector. The Director prepares and issues the annual property tax roll and manages individual assessment files.

(B) *Tax Collector.* The Tax Collector is responsible for collection of all property taxes. In addition to the county itself, this includes the Port of Umatilla, eleven cities, school districts, and special districts (such as fire, irrigation, hospital, library and other public services). (Ord. 2007-14, passed 12-19-07)

§ 31.05 ADMINISTRATIVE SERVICES DEPARTMENT.

(A) *Administrative Services Director.* The Administrative Services Director manages all the activities of this department and fulfills the statutory duties of a County Clerk. Duties of the Clerk include providing support to the Board of Ratio Review and the Board of Equalization.

(B) *Chief Records Officer.* The Chief Records Officer is responsible for issuing, recording, maintaining and providing legal and other public records required by law.

(C) *Chief of Elections.* The responsibilities of the Chief of Elections are to register new voters, maintain records on the county's eligible voters, and conduct all elections held in the county.

(D) *Law library.* The law library is a service provided to keep current legal information

available for attorneys, the courts and the public. It is paid for with various fees charged by the Courts.

(E) *Computer Information Services, communications, printing and building maintenance.* The activities of computer information services, communications, printing and building maintenance are managed to cost-effectively assist and support other county departments in their daily operations.

(Ord. 2007-14, passed 12-19-07; Ord. 2009-01, passed 2-18-09)

§ 31.06 HEALTH AND HUMAN SERVICES DEPARTMENT.

(A) *General.* This department is managed by a Director. Each Division is managed by a Division Administrator.

(B) *Children and Families Commission.* The Children and Families Commission is a group of local citizens and professionals appointed by the Commissioners. The Commission administers programs supporting children and families using funds provided by the state.

(C) *Youth Services Division.* The Youth Services Division provides counseling, probation monitoring, support and detention for youth who come into contact with the criminal justice system.

(D) *Human Services Division.* The Human Services Division provides a variety of services and treatment to persons with developmental disabilities, and alcohol and drug treatment, using funds mostly provided by the state.

(E) *Public Health Division.* The Public Health Division provides services in the prevention and control of infectious disease, family planning, infant health, home nursing services, and operates health clinics in Pendleton, Hermiston and Milton-Freewater. It is operated with county, state and federal funds.

(F) *Veterans Division.* The Veterans Division provides military veterans and their families with assistance and information about veterans benefits and programs, and helps indigent

veterans with limited funds.
(Ord. 2007-14, passed 12-19-07)

§ 31.07 PUBLIC WORKS DEPARTMENT.

(A) *Director of Public Works.* The Director of Public Works oversees all activities in this department. In addition, the director is in charge of constructing and maintaining the county roads. The state provides funds through gasoline and other road taxes.

(B) *County Surveyor.* The County Surveyor office maintains a continuous land data base and provides information and services to the public regarding property lines and the establishment of new properties.

(C) *Weed Control Program.* The Weed Control Program helps control noxious weeds on properties not immediately next to county roadways. Some work is done with private landowners through contracts.
(Ord. 2007-14, passed 12-19-07)

§ 31.08 LAND USE PLANNING DEPARTMENT.

(A) *Land Use Planning Director.* The Land Use Planning Director is in charge of all activities in this department.

(B) *Land Use Planning Division.* The Land Use Planning Division works with the County Planning Commission appointed by the Commissioners. The Division administers zoning ordinances for areas outside incorporated cities, and oversees long range planning for land development in the county.

(C) *Rural address.* The rural address activity is a project to install a system of rural address names and signs to help fire, ambulance and police agencies respond more quickly to emergencies in rural areas. The project is required by, and uses state funds from the Enhanced 911 Telephone System.

(D) *Emergency Management Division.* The

Emergency Management Division plans and coordinates responses in the event of a major emergency or disaster, such as storms or floods. The program uses county, state and federal funds.

(E) *Chemical Stockpile Emergency Preparedness Program.* The Chemical Stockpile Emergency Preparedness Program (known as CSEPP) provides for disaster planning and management in the event of a chemical emergency at the Umatilla Army Depot. It uses federal funds.
(Ord. 2007-14, passed 12-19-07; Ord. 2009-01, passed 2-18-09)

§ 31.09 DEPARTMENT OF LAW ENFORCEMENT.

(A) *Criminal Division.* The Criminal Division carries out the Sheriff's duties related to criminal activity and law enforcement within the county.

(B) *Civil Division.* The Civil Division carries out the Sheriff's duties related to service of process and other documents.

(C) *County jail.* The Sheriff operates a county jail for the county as well as city police departments. Jail space is rented to other counties when available.

(D) *Emergency telephone system.* The emergency telephone system is a "911" dispatch and response center serving all areas of the county except Hermiston and Milton-Freewater, which each operate its own center.

(E) *Search and rescue, snowmobile patrols, and marine patrols.* The Sheriff also provides special services such as search and rescue, snowmobile patrols and marine patrols on the Columbia River and at McNary Dam. Marine patrols use state and federal funds.
(Ord. 2007-14, passed 12-19-07)

§ 31.10 DISTRICT ATTORNEY.

The District Attorney is actually a state official elected at the county level. The District

Attorney prosecutes criminal and other trials before the Circuit Courts for the county. The office also administers programs for child abuse, assistance for victims of crimes, civil forfeiture of property, and the support enforcement office. (Ord. 2007-14, passed 12-19-07)

§ 31.11 COMMUNITY CORRECTIONS.

The Community Corrections Department monitors the behavior and movement of offenders in the community to insure compliance with the conditions of the releasing authority, and directs a work release program for offenders as an alternative to incarceration. These programs use funds from the state. (Ord. 2007-14, passed 12-19-07)

§ 31.12 ECONOMIC & COMMUNITY DEVELOPMENT.

(A) Economic Development.

(B) Community Development.

(C) Regional, State and Federal Advocacy.

(D) Harris County Park.

(E) *Umatilla County Fairgrounds.* The Fairground Manger is responsible for the management and the maintenance of the fairgrounds, and the Umatilla County Fair. The Umatilla County Fair is held every August, and is directed by the Fairgrounds Manager who works with the Fair Board appointed by the Commissioners.

(F) *Cooperative Extension Service.* The Cooperative Extension Service is an educational program conducted in association with Oregon State University and the U.S. Department of Agriculture, with programs in agriculture, natural resources, community development, youth (4-H) and families.

(G) *Watermaster.* The Watermaster is a state-appointed position whose activities are managed cooperatively with the county to oversee water rights and water use laws.

(H) *Umatilla Basin Watershed Council.* The Umatilla Basin Watershed Council is appointed by the Commissioners to coordinate among water users in the basin. The program is funded by a federal grant.

(I) Natural Resources.
(Ord. 2009-01, passed 2-18-09)

***REGIONAL ECONOMIC STRATEGY
ADVISORY COMMITTEE***

§ 31.15 CREATION.

There is formed by this subchapter the County Regional Economic Strategy Advisory Committee. (Ord. 87-9, passed 10-7-87)

§ 31.16 COMPOSITION.

The Committee shall consist of five members appointed by the Board of County Commissioners from nominees submitted by the Milton-Freewater Development Corporation, the Hermiston Development Corporation, the Round-Up City Development Corporation, the Port of Umatilla, and the Confederated Tribes of the Umatilla Indian Reservation in Oregon. (Ord. 87-9, passed 10-7-87)

§ 31.17 DUTIES.

(A) The Committee is charged with preparing a draft regional economic development strategy consistent with Chapter 115 of the Oregon Laws of 1987, being ORS 285.630 to 285.655; and

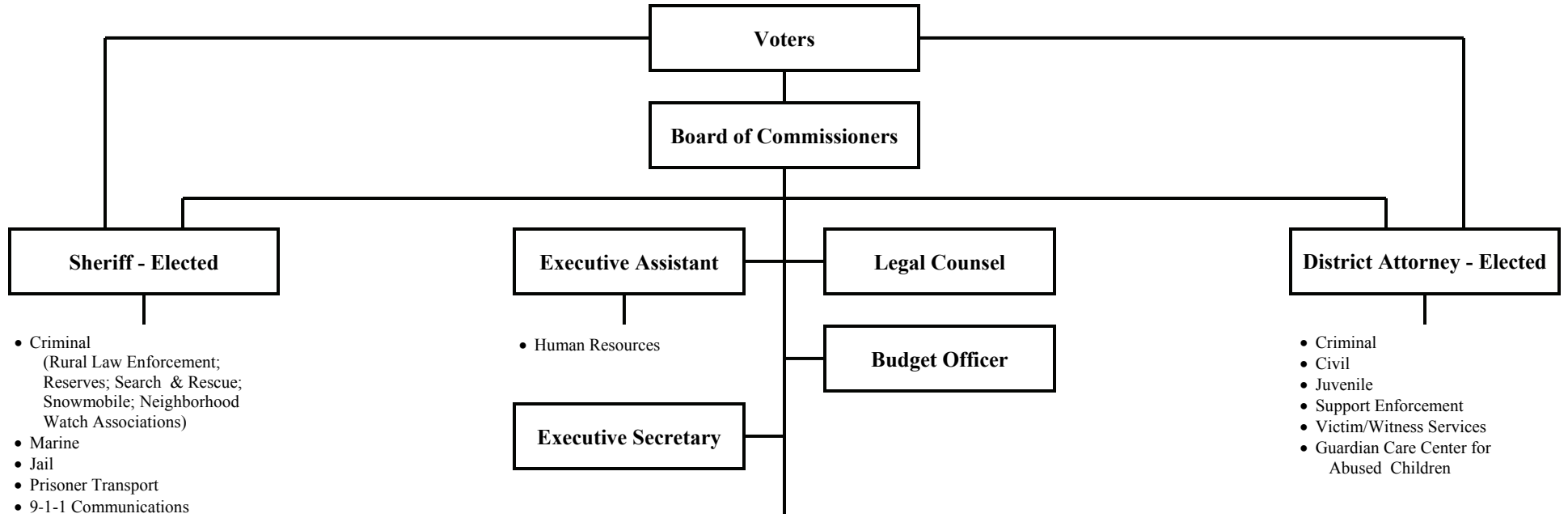
(B) The Committee shall communicate with other counties which may be interested in developing a multi-county strategy in connection with the strategy being developed for the county; and

(C) The Committee shall solicit public comment and involvement in the development of ideas and suggestions for the county regional economic strategy; and

(D) The Committee shall submit a draft strategy to the Board of County Commissioners such that the Board of County Commissioners may hold at least one public hearing with at least two weeks public notice at which it may receive suggestions before recommending a strategy to the Governor before July 1, 1989.
(Ord. 87-9, passed 10-7-87)

APPENDIX: COUNTY ORGANIZATIONAL CHART

UMATILLA COUNTY ORGANIZATIONAL CHART

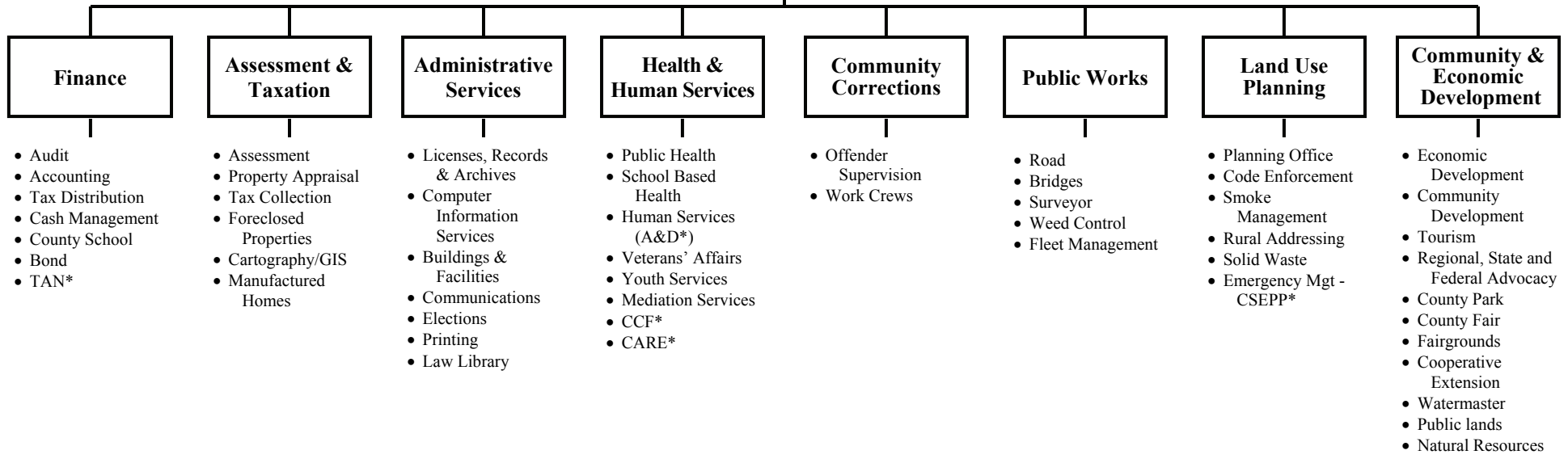


- Criminal (Rural Law Enforcement; Reserves; Search & Rescue; Snowmobile; Neighborhood Watch Associations)
- Marine
- Jail
- Prisoner Transport
- 9-1-1 Communications

- Human Resources

- Criminal
- Civil
- Juvenile
- Support Enforcement
- Victim/Witness Services
- Guardian Care Center for Abused Children

DEPARTMENTS



- Audit
- Accounting
- Tax Distribution
- Cash Management
- County School
- Bond
- TAN*

- Assessment
- Property Appraisal
- Tax Collection
- Foreclosed Properties
- Cartography/GIS
- Manufactured Homes

- Licenses, Records & Archives
- Computer Information Services
- Buildings & Facilities
- Communications
- Elections
- Printing
- Law Library

- Public Health
- School Based Health
- Human Services (A&D*)
- Veterans' Affairs
- Youth Services
- Mediation Services
- CCF*
- CARE*

- Offender Supervision
- Work Crews

- Road
- Bridges
- Surveyor
- Weed Control
- Fleet Management

- Planning Office
- Code Enforcement
- Smoke Management
- Rural Addressing
- Solid Waste
- Emergency Mgt - CSEPP*

- Economic Development
- Community Development
- Tourism
- Regional, State and Federal Advocacy
- County Park
- County Fair
- Fairgrounds
- Cooperative Extension
- Watermaster
- Public lands
- Natural Resources

*TAN = Tax Anticipation Notes
 *BOPTA = Board of Property Tax Appeals
 *A&D = Alcohol & Drug Program

*CCF = Commission on Children and Families
 *CARE = Community Access for Resource Effectiveness Program
 *CSEPP = Chemical Stockpile Emergency Preparedness Program