

SECTION 1. ORGANIZATION**1.5 ORGANIZATION**

A. The organization and management structure for Seminole County government is as follows:

(1) **COUNTY ATTORNEY** - The County Attorney is the chief legal counsel to the County and is the head of the County Attorney's Office. The County Attorney serves under the supervision of the Board of County Commissioners.

(2) **COUNTY MANAGER** - The County Manager shall be the chief executive officer of the County and is responsible for departments reflected herein. The County Manager serves at the pleasure of the Board of County Commissioners and shall be responsible to the Board of County Commissioners for the performance of such duties as prescribed by the Seminole County Home Rule Charter, County ordinances, direction from the Board of County Commissioners and the laws of the State of Florida.

(a) **COUNTY MANAGER'S OFFICE** - The County Manager's Office shall be responsible for the supervision, direction and control of the Commission Office and all County Departments.

(b) **ADMINISTRATIVE SERVICES** - The Department of Administrative Services shall be under the direct supervision of the Administrative Services Director. The Department of Administrative Services shall include, but not be limited to, the functions of facilities maintenance, fleet services, risk management, safety, support services, property management and property acquisition, construction management, purchasing and records management.

(c) **COMMUNITY INFORMATION** - the Department of Community Information is under the direct supervision of the Community Information Director. The Department's mission shall include, but not be limited to, the dissemination of public information through such means necessary including Seminole Government TV, coordination of press releases, production of informational brochures and flyers and other promotional outlets. The Department shall also be responsible for telecommunication franchising and be responsible for all public records requests that cannot be handled immediately by the department to whom the request is made.

(d) **COMMUNITY SERVICES** - The Department of Community Services is under the direct supervision of the Community Services Director. The Department of Community Services shall include, but not be limited to, the functions of probation, prosecution alternatives for youth (PAY), adult pre-trial diversion, veterans services, community assistance, Federal and State Housing and Community Development Programs, and cooperative extension services.



(e) **ENVIRONMENTAL SERVICES** - The Department of Environmental Services is under the direct supervision of the Environmental Services Director. The Department of Environmental Services shall include, but not be limited to, the functions of water and sewer and solid waste.

(f) **ECONOMIC DEVELOPMENT** – The Economic Development Department is under the direct supervision of the Economic Development Director. The Department of Economic Development shall include, but not be limited to, the function of economic development such as recruitment and retention of desirable businesses and industries to enhance the economy of the County, and promoting Seminole County as a destination of choice (tourism).

(g) **FISCAL SERVICES** - The Department of Fiscal Services shall be under the direct supervision of the Fiscal Services Director. The Department of Fiscal Services shall include, but not be limited to, the functions of budget, municipal service benefit unit (MSBU's), and management services.

(h) **HUMAN RESOURCES** - The Human Resources Department shall be under the direct supervision of the Human Resources Director. The Department of Human Resources shall include, but not be limited to, the functions of personnel, and employee benefits.

(i) **INFORMATION TECHNOLOGY SERVICES** - The Department of Information Technology Services is under the direct supervision of the Information Technology Services Director. The Department of Information Technology Services shall include, but not be limited to, the functions of computer services management, telecommunications radio maintenance, imaging, GIS, Web development and consolidation of SCINet.

(j) **LEISURE SERVICES** - The Department of Leisure Services is under the direct supervision of the Leisure Services Director. The Department of Leisure Services shall include, but not be limited to, the functions of parks and recreation, maintaining the museum activity, median maintenance, trails maintenance and natural lands.

(k) **LIBRARY SERVICES** – The Department of Library Services is under the direct supervision of the Library Services Director. The Department of Library Services shall include, but not be limited to, the functions of libraries, and Arts in Public Places.

(l) **PLANNING AND DEVELOPMENT** - The Department of Planning and Development shall be under the direct supervision of the Planning and Development Director. The Department of Planning and Development shall include, but not be limited to, the functions of issuance of permits and inspections, comprehensive planning, zoning, code enforcement, addressing, and development review.



(m) **PUBLIC SAFETY** - The Department of Public Safety is under the direct supervision of the Public Safety Director. The Department of Public Safety shall include, but not be limited to, the functions of animal control, emergency management, emergency medical services, and fire suppression/rescue.

(n) **PUBLIC WORKS** - The Department of Public Works is under the direct supervision of the Public Works Director. The Department of Public Works shall include, but not be limited to, the functions of engineering, roads, stormwater and traffic engineering.

B. AUTHORITY. Approved by BCC September 23, 2003
Resolution 2005-R-172 adopted September 27, 2005
Resolution 2007-R-42 adopted March 13, 2007
Resolution 2007-R-217 adopted December 11, 2007
Resolution 2008-R-55 adopted February 12, 2008
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