



SECTION 1. ORGANIZATION

1.5 ORGANIZATION

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

(1) **COMMISSION OFFICE** – The Commission Office shall be responsible for administrative support to the Board of County Commissioners and the individual Commissioners in the performance of their legislative functions under the Constitution and Laws of the State of Florida and the Seminole County Home Rule Charter. The Chairman of the Board of County Commissioners shall be the administrative head of the Commission Office and be responsible for the management of the Office pursuant to and in accordance with the Seminole County Administrative Code.

In order to facilitate the performance of his or her individual duties and responsibilities, each Commissioner will be provided an Executive Assistant who will report to and be supervised by the individual Commissioner. Commission Office Executive Assistants will be deemed members of the executive branch of County Government, and will be employees of the County Manager; however, each individual Commissioner will have full supervisory authority over the Executive Assistant assigned to him or her commensurate with that of other management personnel within County Government. Such supervisory authority will include, but is not limited to, assignment of tasks, authorization of leave, approval of timesheets, and evaluation of performance. The execution of this supervisory authority must be consistent with the policies outlined within the Seminole County Administrative Code. Upon the vacancy of any Commission Office Executive Assistant position, the County Manager, or his or her designee, will coordinate the recruitment of a new Executive Assistant with the respective Commissioner. Final selection of a candidate to fill the vacancy will be at the discretion of the Commissioner to whom the Executive Assistant will be assigned; however, prior to extension of a formal offer of employment, the affected Commissioner shall consult with the County Manager, or his or her designee, to ensure consistency with County policies. Additionally, Commissioners shall consult with the County Manager, or his or her designee, prior to any disciplinary action or termination to ensure consistency with County policies. The Seminole County Administrative Code, including the Personnel Policies and Procedures, will apply to the Commission Office Executive Assistants in the same manner that such policies apply to all other employees of the County Manager.

The organizational structure of the Commission Office will include the position of Lead Executive Assistant. The Lead Executive Assistant will rotate annually with the election of the Board of County Commissioners Chairman. The Executive Assistant assigned to the Commissioner who is elected to serve as Chairman will assume the role of Lead Executive Assistant until the next re-organization of the Board of County Commissioners. The Lead Executive Assistant assumes additional responsibilities necessary to assist the Board Chairman in his or her role as the administrator of the Commission Office. Such additional responsibilities will include, but are not limited to: disseminating information that arrives in the Chairman's Office to other Commissioners' offices, appropriate County staff, and relevant outside agencies; processing documents for the Chairman's signature; and administering payroll and other ministerial signatory functions. In consideration for these

additional duties, the Lead Executive Assistant will receive additional compensation in the amount of TWO HUNDRED FIFTY AND NO/100 DOLLARS (\$250.00) per month for the duration of his or her tenure in such role. The Lead Executive Assistant will have no supervisory authority.

(2) **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.

(3) **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 executive branch of County Government consisting of the following departments:

- (i) Community Services
- (ii) Development Services
- (iii) Environmental Services
- (iv) Information Services
- (v) Leisure Services
- (vi) Fire Department
- (vii) Public Works
- (viii) Resource Management

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
Resolution 2008-R-123 adopted May 20, 2008
Resolution 2010-R-26 adopted January 26, 2010
Resolution 2012-R-107 adopted June 12, 2012
Resolution 2015-R-192 adopted December 8, 2015
Resolution 2016-R-147 adopted September 27, 2016