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ORDINANCE NO. 82-132

CREATING THE

DEPARTMENT OF SUPPORT SERVICES

BE IT ORDAINED:

Section 1. That Snohomish County Code Chapter 2.500 as adopted by Ordinance 81-100 on October 19, 1981 is hereby repealed.

Section 2. A new Chapter 2.500 is added to the Snohomish County Code as follows:

Chapter 2.500  
DEPARTMENT OF SUPPORT SERVICES

Sections:

- 2.500.010 Creation and Purpose
- 2.500.020 Definitions
- 2.500.030 Authority and Functions
- 2.500.040 Director
- 2.500.050 Appointment
- 2.500.060 Organization by Director
- 2.500.070 Severability
- 2.500.080 Effective Date

2.500.010 Creation and Purpose. There is hereby established a department of support services. It shall be the purpose of this department to provide management of those services which support other county departments such as facilities, vehicles, printing and mail service, and such other general programs which may be assigned to it. The department will concern itself with changing technologies in the management of such programs and will expedite the development and implementation of service improvement and cost reduction whenever possible.

2.500.020 Definitions. The following definitions shall apply to terms used in this chapter:

- (1) "Department" means the Snohomish County department of support services.
- (2) "Director" means the director of the department of support services.
- (3) "County personnel system" means those statements of policy and procedure contained in Title 3A of the Snohomish County Code and amendments thereto.
- (4) "Exempt personnel system" means the conditions of employment under the provisions of the Snohomish County Code Chapter 3.68 and amendments thereto.

2.500.030 Authority and Functions. The department shall have the authority to establish policies and procedures with the approval of the executive that provide for the management and administration of centralized support services for the executive branch of government and may include, in addition, such procedures as will generally promote more efficient management and utilization of such services. The department's functions and responsibilities shall include but not be limited to the following:

(1) Management and administration of county-owned real and personal property in accordance with Chapter 4.46 of this code.

(2) Management and maintenance of those county buildings for which responsibility is assigned to the department by the executive.

(3) Management and administration of purchases and contracts in accordance with Chapter 3.04 of this code.

(4) Management of the county parking garage in accordance with chapter 3.09 of this code.

(5) Management and administration of the equipment rental and revolving fund in accordance with chapter 4.34 of this code and with applicable state law.

(6) Management and administration of the mail service for county offices.

(7) Management and administration of the county's printing and photocopying services.

2.500.040 Director. The director shall manage and administer the activities of the department and shall advise the executive and the council with regard to those support services managed by the department. The director may, upon approval by the executive, issue such rules and regulations as may be necessary to assure that assigned services are provided in an economical manner consistent with County policy and with applicable laws. The director shall prepare and submit to the executive an annual budget request for the department as directed by the executive. The director shall appoint all officers and employees of the department in accordance with the rules of the county personnel system and exempt personnel system. The director may delegate functions, powers and duties to other officers and employees of the department as (s)he deems expedient to further the purpose of this chapter.

2.500.050 Appointment of Director. The director shall be appointed by the executive subject to confirmation by the county council. The director shall serve at the pleasure of the executive and shall be subject to the county exempt personnel system.

2.500.060 Organization by director. The director may create divisions and reassign positions and functions within the department; Provided, that any budget transfers required by such actions shall first be approved by the council; and Provided further, that personnel changes shall be made in conformance with the requirements of the county personnel system and exempt personnel system.

2.500.070 Severability. If any provision of this chapter is held invalid, the remainder of the chapter shall not be affected.

2.500.080 Effective Date. The effective date of this ordinance is January 1, 1983.

PASSED this 1st day of December, 1982.

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

Cliff Bailey  
Chairperson

ATTEST:

Ollie Snyder  
Clerk of Council

- (  ) APPROVED  
(  ) VETOED  
(  ) EMERGENCY

DATE: 12-10-82

Willis D. Tucker  
County Executive

PUBLISHED 11-22-82 and \_\_\_\_\_