SPARTANBURG COUNTY ORGANIZATION AND GOVERNANCE

1. Spartanburg County is a political subdivision of the State of South Carolina. Counties derive their powers from the laws and regulations of the State government. According to S.C. Code of Laws Title Four, Chapter 9, Article I, Section 4-9-25, Powers of counties:

"All counties of the State, in addition to the powers conferred to their specific form of government, have authority to enact regulations, resolutions, and ordinances, not inconsistent with the Constitution and general law of this State, including the exercise of these powers in relation to health and order in counties or respecting any subject as appears to them necessary and proper for the security, general welfare, and convenience of counties or for preserving health, peace, order, and good government in them..."

2. Spartanburg County was founded in 1785 and incorporated in 1976 under the South Carolina Home Rule Act. Policymaking and legislative authority are vested in the County Council, which consists of a Council Chairman elected at large and six (6) District Council Members elected to four-year staggered terms. The County Council is responsible for passing ordinances, adopting the budget, appointing committees, hiring the County Administrator and Clerk to Council.

3. To more effectively provide leadership to county government, the Spartanburg County Council has divided itself into a number of committees. SCPD is assigned to the Livability Committee. Most proposed policies that concern SCPD must originate within and be recommended by the Livability Committee before they are considered by the full Council. The SCPD provides regular reports to County Council through the Livability Committee.

4. A copy of the County organization chart appears below, as an example. The SCPD is highlighted. The organization may be revised, from time to time. The most current organization chart may be found in the latest Adopted Operating Budget, which may be found on the County website, http://www.co.spartanburg.sc.us.

COUNTY ADMINISTRATOR

1. Spartanburg County has operated under the council-administrator form of government since 1976. The County Administrator is the chief administrative officer of Spartanburg County and is responsible for management oversight of the SCPD, as well as other County departments that are not headed by elected or appointed officials.

2. The Administrator, with the assistance of the Deputy Administrator, County Attorney and the several Operations Support offices, is responsible for carrying out the policies and ordinances of the County Council, for managing the day-to-day operations of the County, and for hiring all non-elected and non-appointed County department heads, including the Parks and Recreation Director. The specific duties of the County Administrator are
enumerated in the *S.C. Code of Laws, Title Four, Chapter 9, Article I, Section 4-9-620, Employment and qualifications of administrator.*

3. The County Administrator is responsible for signing all contracts which bind Spartanburg County as approved or otherwise authorized by County Council.

**DEPUTY COUNTY ADMINISTRATOR**

1. The County Administrator has delegated to the Deputy County Administrator responsibility for supervision of the Parks and Recreation Director as well as the provision of routine management oversight, guidance and any required decision-making.

2. However, the County Administrator remains involved with SCPD plans, projects, and programs, particularly with respect to funding, as well as Council oversight and approval of SCPD plans, projects and programs.

**PARKS AND RECREATION DIRECTOR**

The Parks and Recreation Director is the department head for SCPD. According to the position job description, essential functions and tasks for the Director include:

1. Create a culture of public service and continuous improvement by emphasizing outcome measurement, statistical analysis, efficiency, development of standard operating procedures and ongoing staff training/professional development.

2. Establish work teams to develop and/or implement adopted policies, plans, budgets and projects.

3. Recommend parks and recreation policies for consideration of the County Council.

4. Develop strategic plans, operating and capital budgets for parks and recreation in order to provide quality facilities and services to the public.

5. Provide oversight to the implementation of the department’s operating and capital budgets.

6. Maintain awareness of important events and information that may impact the department, communicating important information to department personnel, as needed.

7. Work with other organizations and partners to help improve Spartanburg County’s quality of life and economic development potential.

8. Meet with SCPD partners to build cooperative working relationships; listen to and evaluate divergent ideas in order to suggest ways to develop unified action to address community needs. (Partner groups include school districts, towns, cities, conservation organizations, neighborhood associations, youth sports associations and other recreation providers.)
9. Identify opportunities for alternative funding, including the provision of cash, in-kind services and volunteer involvement by parks partners.

10. Enhance the image of the department within the community, seeking to position the department as a trustworthy partner in community improvement.

11. Review and approve vouchers, procurement documents, payment requests, and personnel action forms to ensure compliance with County policies and procedures.

12. Assist in development of RFPs and management of parks and recreation facility improvement projects, as needed.

13. Monitor the status of department projects as well as revenue and expense accounts; take corrective action, as necessary.

14. Supervise Assistant Parks and Recreation Director, Park Operations Manager, and Park Maintenance Manager as well as Marketing Manager, Administrative Assistant and Senior Project Manager.

15. Plan and coordinate on-going training for department team personnel.

16. Attend all meetings of County Council.

17. Provide ongoing status and other reports to County Administration and County Council, as needed or requested.

18. Manage special projects upon request by County Administrator or Deputy County Administrator.

19. Perform related tasks and additional duties, as required or as directed.

**ACTING PARKS AND RECREATION DIRECTOR**

In the event of a long-term absence of the Parks and Recreation Director due to vacation, illness, etc., the Director will designate, with the approval of the Deputy County Administrator, the Assistant Parks and Recreation Director to serve as Acting Director. Notice of the Acting Director appointment and length of the appointment will be provided to the SCPD’s senior employees, to the County Administrator and to key county department heads.

**ACTING TEAM MANAGER**

In the event of a long-term absence of a team manager due to vacation, illness, etc., the team manager will designate, with the approval of the Parks and Recreation Director, the Assistant Team Manager to serve as Acting Team Manager. Notice of the Acting Team Manager appointment and length of the appointment will be provided to the SCPD’s other team managers and to all members of the team whose manager is absent.

**OPERATIONAL SUPPORT OFFICES/ADMINISTRATIVE PROCEDURES**
Spartanburg County maintains a number of offices to provide support to operating departments, such as SCPD. From time to time, as needed, these Operational Support Offices develop and promulgate administrative procedures. The procedures apply to all departments within the County. The Spartanburg County Operating Budget provides the following descriptions of the various Operational Support Offices. The relationship of these offices to the SCPD is described in the chapters which follow.

1. **Budget Management.** The Department of Budget Management prepares and manages the County’s annual operating and capital budgets. The department provides fiscal oversight of agency and department revenues and expenditures, assesses fiscal trends and advises the County Administration regarding fiscal matters. The Department manages the registration, collection and enforcement of the Hospitality Tax and False Alarm.

2. **County Attorney.** The County Attorney’s Office provides professional legal representation to County Council, the County as an entity, elected and appointed County officials and the County Departments in litigation either brought against the County or initiated by the County. The office also assists with prosecution of code violations, provides representation of the County before administrative and regulatory agencies, and provides legal advice and review for economic development and public finance matters. The County Attorney’s Office also drafts, reviews and approves as to form legal documents including, contracts, deeds, leases, easements, pleadings, proclamations, resolutions, ordinances and policies and procedures for use by the County.

3. **Facilities Maintenance.** The Facilities Maintenance Department maintains and manages the buildings owned or leased by Spartanburg County. The management includes implementation and execution of major renovations and major Capital Projects to improve the buildings.

4. **Finance.** The Finance Department monitors all County financial operations to ensure that all County monies are spent in accordance with the budget adopted by County Council. The department pays all County legal obligations and payroll, as well as administers grants, maintains all financial records, and prepares the County’s comprehensive Annual Financial Report in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally auditing standards by a firm of licensed certified public accountants in compliance with state law S.C. Code Ann. sec. 4-9-150.

5. **Fleet Services.** The Fleet Services Department maintains County cars, trucks, and equipment and provides several fuel dispensing stations throughout the County. Fleet Services maintains the County’s parts inventory and vehicle history records. Fuel and repair costs are charged to the various County departments and funds based on actual usage.

6. **GIS.** The Geographic Information System (GIS) Department provides support to multiple departments in the creation, maintenance and display of information. GIS maintains digital parcels, road centerlines and other information to assist County staff members in performing their jobs with accuracy and efficiency. GIS works directly with the public to assign addresses and provide products such as maps, digital information and
website capabilities. GIS assigns structure addresses to plats and subdivisions as part of the land development process and to facilitate issuance of building permits. GIS maintains and updates addresses/streets and acts as the interface with INTRADO to keep the Spartanburg County 911 database current and accurate.

7. **Human Resources.** The Human Resources Department is an internal support department that oversees the administration of policies and benefits; ensures that all departments comply with state and federal regulations related to employment; and provides employment information and application for jobs within Spartanburg County Government for both employees and the general public.

8. **Information Technology.** The Information Technologies (IT) Department assists County departments to improve their business processes by proposing and deploying IT solutions. The staff provides daily support for the existing computer systems, maintains data integrity, and plans the architecture and builds the infrastructure necessary for information to be efficiently and effectively shared between employees and with the citizens of Spartanburg County.

9. **Planning and Development.** This department administers and facilitates the processes of development review and land use planning in order to protect the health, safety and welfare of the citizens of Spartanburg County. The department maintains a planning program which utilizes all tools available to minimize land use conflicts and traffic congestion, to coordinate the provision of utilities and roads, and to optimize the quality of life for all County residents.

10. **Purchasing.** The Purchasing Department proactively directs the County’s procurement operations and activities. It also develops, coordinates and evaluates procurement and contract administration policies and programs; performs contract administration oversight; provides guidance and support to departments and agencies in administering contracts; develops purchasing requests; performs cost-price analyses and analyzes cost-price indices.

11. **Records Management.** This department provides storage for County Records that are all permanent and inactive for the duration of their perspective retention period as approved by the South Carolina Department of State Archives. This department also is responsible for records management storage/disposal, records delivery and document shredding for confidential files.