Spartanburg County Parks Department Support Services

Spartanburg County maintains a number of offices to provide support to operating departments, such as SCPD.

**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.

**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.

**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.

**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.

**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.

**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.

**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.
**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.

**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.

**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.

**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.