



OURAY COUNTY

COUNTY
ADMINISTRATION
IN A
SMALL COUNTY

COUNTY ADMINISTRATION in a small County

- **Population approximately 4,500**
- **Category IV County**
- **67 FTE's (Fulltime Equivalents)**
- **Three County Commissioners**
- **Assessor, Clerk and Recorder, Coroner, Sheriff, Surveyor, and Treasurer and Public Trustee**
- **District Attorney (Delta, Hinsdale, Montrose, Ouray and San Miguel Counties)**



COUNTY ADMINISTRATION IN A SMALL COUNTY



**Social Services (aka
Human Services)**

➤ Under the umbrella of (3) BOCC's:

✓ County Attorney

✓ County Administrator

☂ The County Administrator serves as Budget Officer / Finance Director, supervises (9) Department Heads and (2) administrative staff:

☑ EMS Chief Paramedic

☑ Planning Director

☑ Public Health Director

☑ Fairgrounds Manager

☑ Human Resources Director

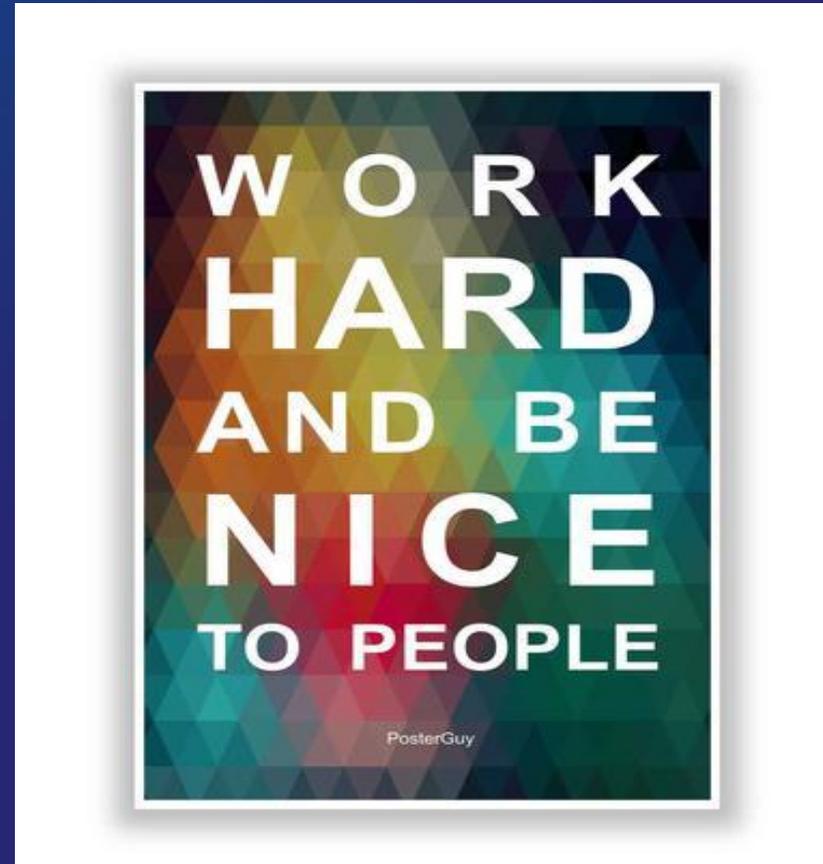
☑ Information Technology (I.T.) Manager

☑ Road and Bridge Superintendent

☑ Weed Manager

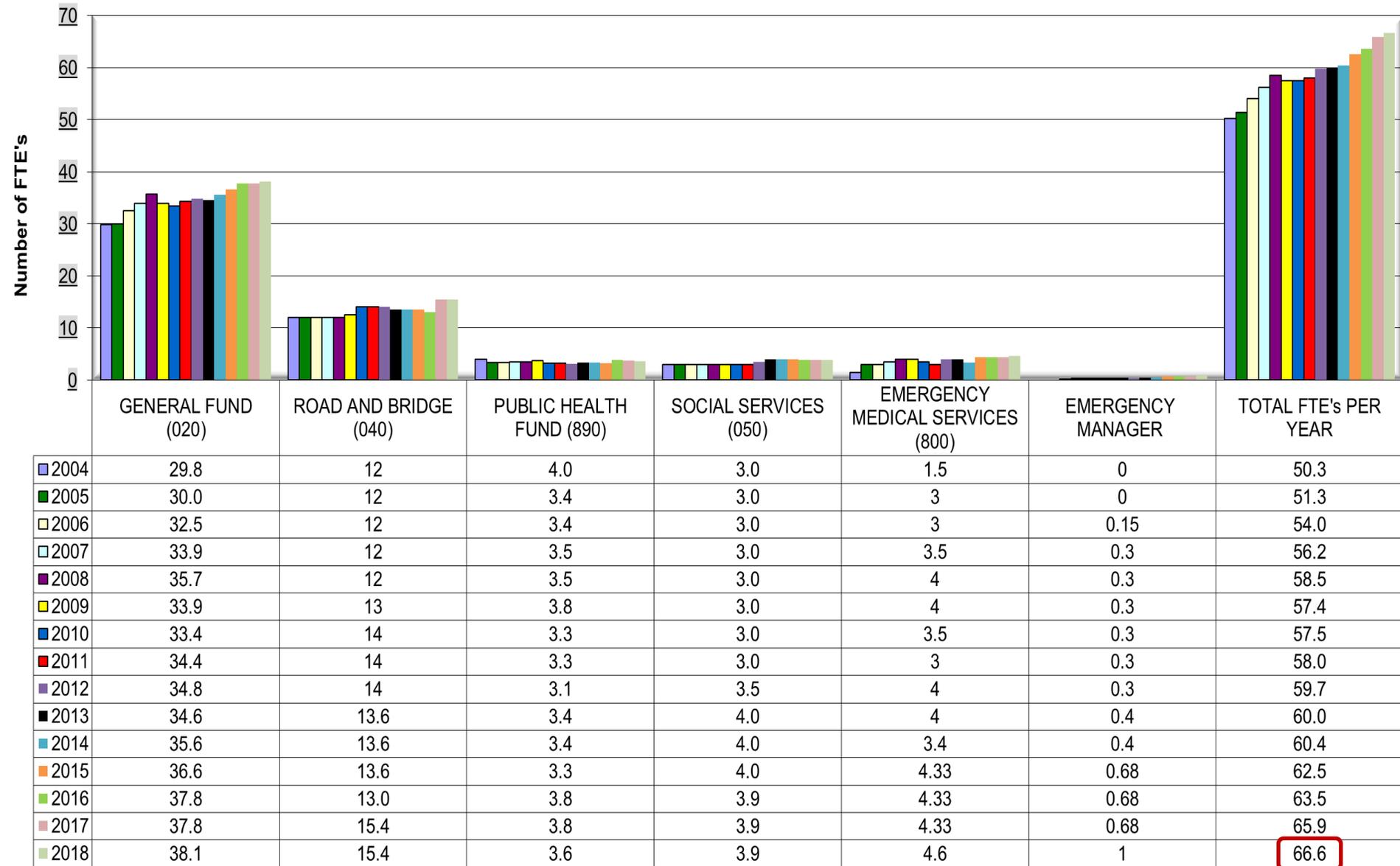
☑ Facilities Manager

HUMAN RESOURCES

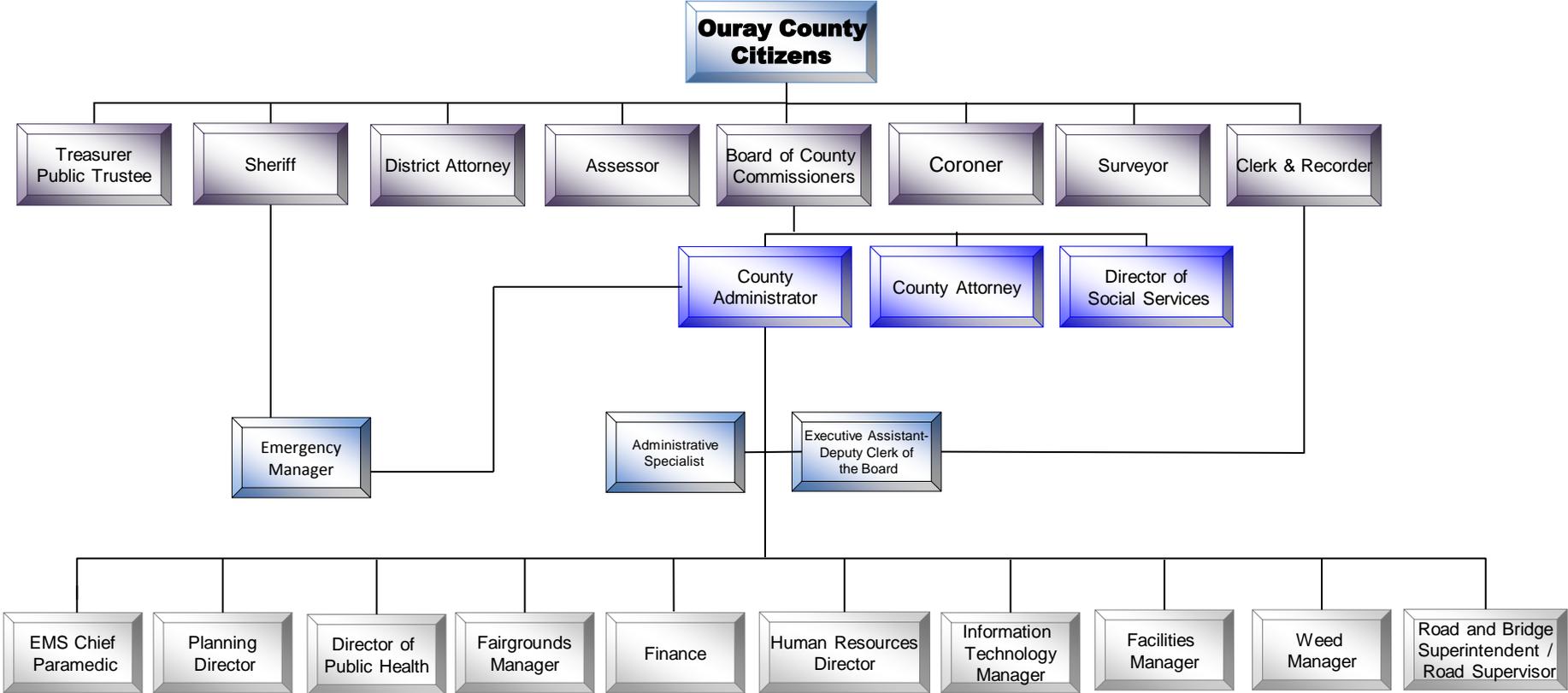


**FULL-TIME EQUIVALENT'S
(FTE'S)**

FTE's by Fund 2004 - 2018



Ouray County Government Organization Chart 2019



County Administration Responsibilities

Reorganization of the Board

1. At the first meeting in January following a general election, the Board shall appoint a Chair and Vice-Chair
2. Appointment of Budget Officer
3. Appointment of Road Supervisor
4. Designation of official posting place
5. Designation of official newspaper of record
6. Other

County Administration Responsibilities

BOCC Proceedings:

1. Annual Meeting Calendar
2. BOCC Agendas and Work Sessions Notices
3. Posting of Agendas and Work Sessions (at least 24 hours in advance in the BOCC designated posting place)
4. Agenda Packets and Materials

Financial Management:

1. Monthly Financial Reports
2. Financial Transparency
3. Fund Balance Reserves
4. TABOR Reserves
5. Grant Administration
6. Year-end Projections
7. Future Financial Planning

County Administration Responsibilities

Budget Management:

1. Budget Guidelines
2. Budget work sessions
3. Presentation of Preliminary Budget by October 15
4. Budget Message
5. Budget Resolutions
6. Goals
7. Other
8. Adoption of Budget prior to Certification of Mill Levies by December 15
9. Mill Levy Certification for all taxing entities no later than December 22nd

County Administration Responsibilities

Organizational Management:

1. Policy Development and Implementation:
 - a) Personnel Policy,
 - b) Procurement Policy,
 - c) Surplus Property Policy,
 - d) Technology Policy, etc.

Human Resources Management:

1. The dynamics of managing people
2. Interpersonal skills
3. Teamwork
4. Problem resolution
5. Communications

County Administration Responsibilities

Facilities Management:

1. Courthouse
2. Justice Facilities
3. Jails
4. Public Works Facilities
5. Fairgrounds
6. Landfills
7. Airports
8. Public Health
9. County Hospitals

County Appointed Boards and Commissions:

1. Planning Commission
2. Fair Board
3. Weed Board
4. Airport Board
5. Housing Authority Board

County Administration Responsibilities

Emergency Management

1. Being prepared
2. Emergency Management Training
3. Public Information Officer
4. Policy development and updates

Road and Bridge:

1. Monthly Report by Road Supervisor
2. Proactive Road Management and Planning (Capital Planning)
3. Maintenance Schedules
4. Snow Removal
5. Training

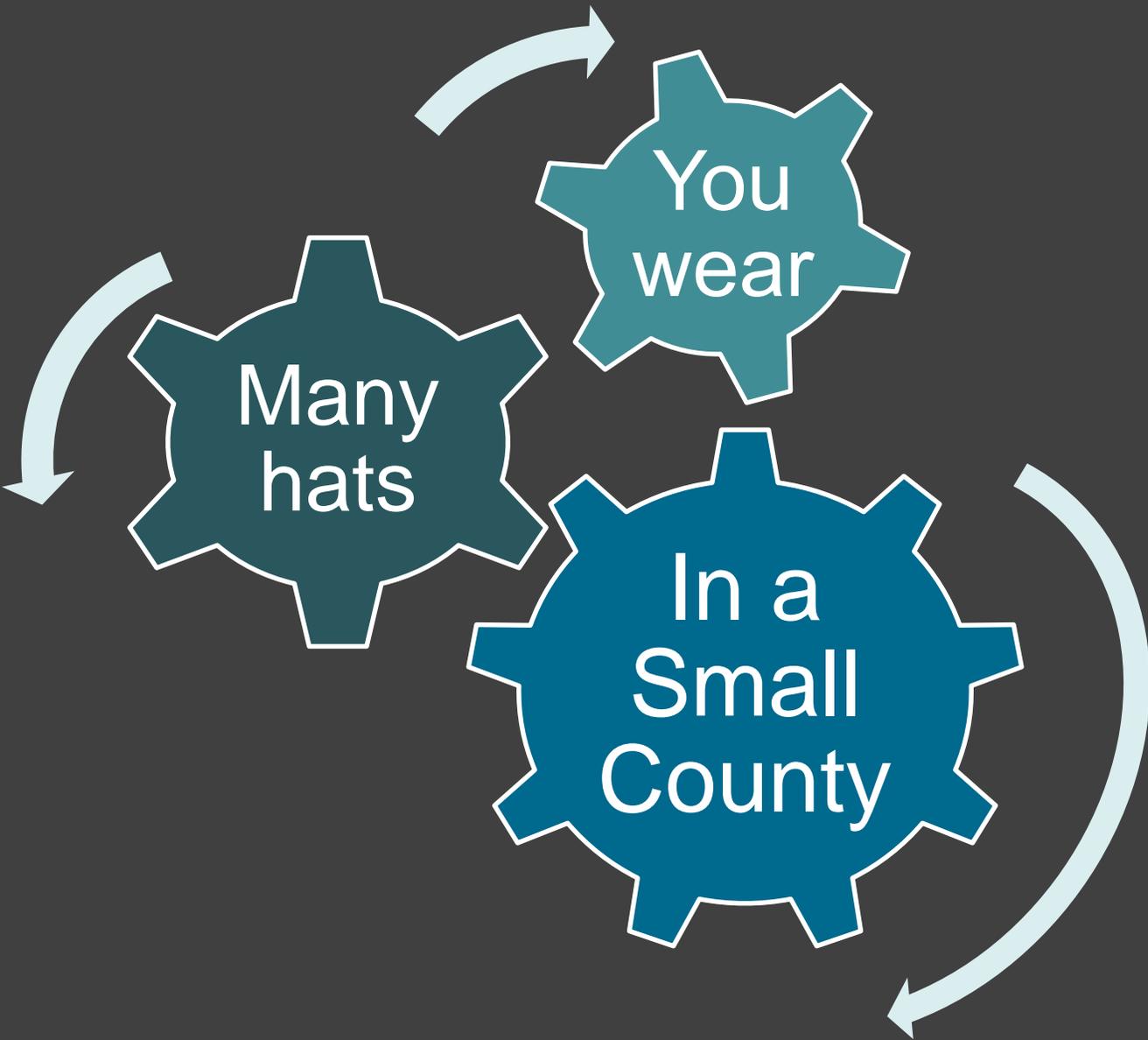
County Administration Responsibilities

Public Outreach

1. Communication

- a. Financial Understanding (transparency)
- b. Project Updates
- c. Written Newsletters, articles, website
- d. Surveys (soliciting feedback)
- e. Making Information Available and Accessible
- f. Listening





Small County Staffing Example

Clerk and Recorder's Office:

- ✓ Motor Vehicle Registration
- ✓ Recording
- ✓ Marriage Licenses
- ✓ Elections
- ✓ Liquor Licenses Applications

In a small county two, three or four people are providing these services. The Elected Official is oftentimes working the counter or filling in when an employee is out of the office.

Small County Staffing Example

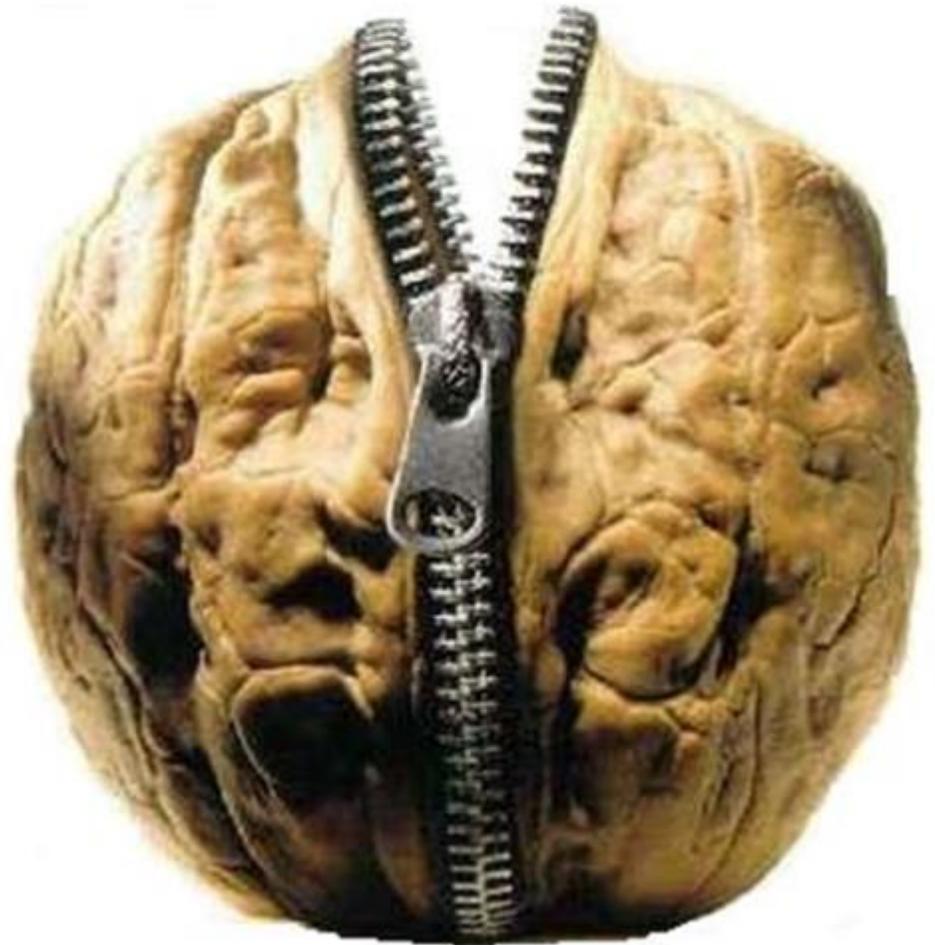
County Administrator's Office:

- ✓ **BOCC Agenda and Packet Preparation**
- ✓ **Finance, Budget and Accounting**
- ✓ **Grant Writing, Presentations and Grant Administration**
- ✓ **Project Management**
- ✓ **Organizational Management**
- ✓ **Procurement**
- ✓ **Policy Development and Implementation**
- ✓ **Personnel Management**

In a small county two to three people are providing these services.

**County
Administration
serves as the
organizational
core**

In a...



QUESTIONS

COUNTY ADMINISTRATION IN A SMALL COUNTY

