

Title:		Contents:	A-0200
AUTHORITY – COUNTY CODE		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
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INTERNAL SERVICES DEPARTMENT

County Code, Section 2.81.030 Director -- Duties as successor.

From and after the operative date of the ordinance codified in this chapter, the director shall be the successor to the director, facilities management; director, data processing; director, communications; purchasing agent; or other county official as regards any functions, duties or responsibilities, whether imposed by contract or otherwise, which prior to the operative date of the ordinance codified in this chapter were the functions, duties or responsibilities of the director of facilities management (with the exception of the duties of the county engineer), director of data processing, purchasing agent, director of communications, director of building services, director of mechanical, or other county official which by this chapter are now or hereafter delegated by the board of supervisors to be the duties of the director. (Ord. 95-0052 § 33, 1995; Ord. 89-0026 § 1 (part), 1989.)

County Code, Section 2.81.035 Division of responsibilities for internal county services.

Internal county services are those services, which support county departments in their delivery of services to the public. Internal services include, but are not limited to, facilities operations, maintenance and repair; design, operation and maintenance of communications and data processing facilities, systems and equipment; fleet management and maintenance; business machine maintenance; security services; purchasing, storage and distribution of personal property, equipment and supplies; printing services; energy management; and parking management. Internal county services are divided into three categories as designated by the chief administrative officer: centralized, decentralized and delegated. Responsibility for these services is as follows:

- A. Centralized Internal Services. The director is responsible for managing and providing centralized internal services to county departments, to the extent permitted by budgeted funds or paid for by recipients or requestors of the services.

- B. Decentralized Internal Services. Each county department head is responsible for arranging for the provision of decentralized internal services to support his or her department's operations in compliance with countywide standards established by the chief administrative officer, approved by the board of supervisors, and monitored by the auditor-controller. Unless otherwise directed by the chief administrative officer, each county department head may purchase decentralized internal services from the department; or may purchase these services from outside contractors, provided the department's bid for such services has been solicited and considered, subject to provisions of law, the approval of the chief administrative officer, and compliance with contracting policies adopted by the board of supervisors; or may, with the approval of the chief administrative officer and the director, provide these services with in-house staff or purchase them from another county department. Any change of service provider from the department to another provider, including in-house staff, shall be done in conjunction with policies established by the chief administrative officer. In competing to be selected as the provider of decentralized internal services, the department shall function as an entrepreneurial organization with the mission of marketing, selling and delivering high-quality, competitively priced services to county departments and other customers and shall, to the maximum extent permitted by law, operate with flexibility analogous to private sector providers of similar services. All services rendered shall be paid for by the recipient or requestor of the service.

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C. Delegated Internal Services. The director is responsible for providing these services but may delegate their day-to-day operation to requesting county department heads according to policies established by the chief administrative officer and procedures established by, and subject to the approval and supervision of, the director. Such delegation may be rescinded by the director upon approval of the chief administrative officer. (Ord. 95-0052 § 34, 1995: Ord. 89-0026 § 1 (part), 1989.)