

BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR  
MULTNOMAH COUNTY, OREGON  
ORDINANCE NO. 243

An Ordinance amending MCC 2.30.400 and Ordinance #224 by transferring the Data Processing Authority from the Department of Administrative Services to the Office of County Management, and also deleting the provision for auditor services from the Department of Administrative Services.

Multnomah County ordains:

Section 1. MCC 2.30.400 is amended as follows:

2.30.400 Department of Administrative Services. The Department of Administrative Services is established. It shall:

(A) Procure county materials and supplies, manage and maintain county lands, provide for the operation and maintenance and use of the county courthouse and county facilities and operate and maintain county motor pool facilities;

(B) Provide services and perform duties imposed by state law for assessor and sheriff as tax collector;

(C) Provide services for registration of voters, conduct general and special elections as elections officer, canvass and certify election results and perform other duties prescribed by state law for registrars of elections; and

[(D) Provide those county services required for maintenance of the data processing systems and auditor under county charter; and]

(D) [E] Provide services and perform duties imposed by state law and county ordinances upon the county clerk with reference to licensing, recording and custody of public records other than court files and records, and all other duties of the county clerk which are not otherwise assigned by MCC 2.30.360 or other provisions of law.

Section 2. Ordinance #224, Section 3 is amended as follows:

Section 3. Office of County Management. The Office of County Management is established. It shall:

(A) Provide the board and county executive with information necessary for the exercise of their respective legislative and executive responsibilities;

(B) Assist the county executive, as directed, in coordinating and improving the coordination of county departments;

(C) Recommend executive actions and legislative policies to assure the coordinated and effective use of county resources;

(D) Review and evaluate county programs to assure that they are consistent with law, board policy and executive orders;

(E) Recommend a county program for collective bargaining, represent the board in collective bargaining and coordinate grievance proceedings as directed by the county executive;

(F) Provide necessary employee related services as directed by the county executive and in accordance with board policy;

(G) Operate the county's accounting system, perform the treasurer and auditor functions as required by state law, prepare necessary financial reports and record the receipt, investment and expenditure of county funds;

(H) Operate the services of the budget officer as required by state law, prepare other necessary manuals and reports, evaluate county services and programs, evaluate existing and proposed grants, provide grant accounting services, monitor county contracts and assist departments in management analysis; [and]

(I) Provide legal services to the board, county executive and departments as requested, provided, however, the board by this authorization does not abrogate its authority to retain counsel in accordance with ORS 203.121; and

(J) Provide data processing services to the county government.

Section 4. Adoption.

This ordinance shall take effect 30 days from the date of its adoption.

Adopted this 24th day of July, 1980, being the date of its second reading before the Board of County Commissioners of Multnomah County, Oregon.

BOARDS OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

By *Henni Buchanan*  
Presiding Officer

Authenticated this 24<sup>th</sup> day of July, 1980, by  
*Don Clark*  
Don Clark

APPROVED AS TO FORM:

JOHN B. LEAHY  
County Counsel  
for Multnomah County,  
Oregon

By *John B. Leahy*