

Departments

Assessor – an elected position, the assessor’s primary duty is to determine the value of all taxable real and personal property within Island County for the purpose of equitable distribution of the tax liability of property owners with respect to the various taxing districts. This is performed by discovering, listing, and valuing real and personal property and by defending the valuations placed on such property.

This often includes services to cities, state, federal, and junior taxing district levels as well as to the county.

For more information, go to the [Department of Revenue’s Homeowner’s Guide to Property Tax](#).

Auditor – an elected position, the auditor’s primary duty is to preserve the accountability of county activities, specifically with regards to elections, payroll, recording, licensing, accounts payable, accounts receivable, and records management. This often includes services to cities, state, federal, and junior taxing district levels as well as to the county.

The auditor’s office

- Prepares all financial statements for the county
- Coordinates all major public records requests
- Manages all aspects of elections and voter registration
- Facilitates state audits for all county departments
- Archives all recorded documents
- Handles all aspects of payroll and vendor payments

As you can see, the department’s overall duties are wide and varied. For a more complete job description for the auditor, go to: [RCW 36.22.010 “Duties of Auditor.”](#)

Budget Director – As the title indicates, the budget director develops and publishes Island County’s Annual Budget. This process includes reviewing revenues and expenditures, and analyzing trends to help ensure that budgetary goals are met. It also includes working closely with departments to assist them in estimating costs for proposals for changes to existing programs or establishing new ones, and providing cost estimates to Human Resources for labor negotiations and benefit packages.

The position also serves as the Clerk of the Board. This involves indexing and storing all documents signed by the Board of Commissioners each year, in

addition too responding to requests from the public, preparing and distributing agendas for Commissioner meetings, verifying that the contract review process is followed, and answering procedural questions.

Central Services – The Central Services Department is responsible for the support and maintenance of the County's computer, telephone and network operations. This encompasses the computers, hardware and software running on the computers, the data communications network, and the telecommunications systems.

Central Services provides computer related technology support and services to the various departments of the County. They maintain and support the local (LAN) and wide-area (WAN) network which connects the County offices and agencies, providing access to budgetary, payroll, assessment, and taxation databases as well as providing access to the internet and electronic mail services.

Central Services also staffs the county switchboard and provides Mail Handling and Distribution Services for all County Departments.

Clerk – An elected position, the clerk works to protect the integrity and accuracy of the court records of Island County Superior Court while serving the public and legal community in a courteous, professional and expedient manner.

Services include:

- Administration of court records and exhibits
- Acting as the Financial Officer for the Courts, collecting statutory fees, fines and trust funds, maintaining a trust account for monies received.
- Acting as the Quasi-judicial Officer for the Courts, issuing writs, subpoenas and other court-related orders
- Acting as the Ex-Officio Clerk of the Court, attending all court sessions for the purpose of receiving and recording court documents and exhibits, and establishing an independent record of court proceedings for the public
- Acting as the Justice System Administrator, identifying and articulating the changing needs and processing of the storage, retrieval and disposal of court records and exhibits, and of the collection, accounting and investment of court monies to ensure that the best interest of the public and county are secure

Many forms, relating to family law or other legal cases, must be filed with the Clerk's office, however some are handled by the treasurer or auditor. For more information, go to the Island County Government Index ([active link](#)).

Board of Island County Commissioners - The Board of County Commissioners is the County's legislative authority and is made up of three commissioners elected to four-year terms. The county is divided into three geographic districts based on population and at the time of election, each Commissioner must live in the district from which they are elected. The County Commissioners' positions are partisan and are nominated in a primary election embracing only their particular district. All voters in the county are given an opportunity in the general election to select the commissioner who will ultimately serve.

The Commissioners are charged with overseeing county operations; financial and budgetary matters; and the adoption of laws that regulate county growth, health, safety and welfare of its citizens.

Their staff work to:

- Create a record of all public meetings
- Capture minutes of all staff, board, and council of government meetings
- Schedule all commissioner appointments
- Manage correspondence for commissioners (to include e-mail as well as conventional mail)
- Coordinate process for appointing members to county committees and councils

Coroner – an elected position, the function of the county coroner is one of death investigation. Death investigations often include scene investigation, witness and family interviews, medical records reviews, attending physician opinions, toxicology studies and thorough body examinations. If necessary, an autopsy may be done.

Superior Court/Juvenile Justice – Two Judges are elected to this office. The primary purpose of superior court is to decide cases fairly and impartially, based solely on applicable facts and law.

In administering the court, our goals are to provide efficient and courteous service to all, to promote respect for the law, and to provide equal access to justice.

In addition, Island County Juvenile and Family Court Services (part of Superior Court) is committed to advocating for positive changes in the lives of our community's children and their families. The overall program is strengthened by exhibiting and rewarding integrity, accountability, and compassion.

Superior Court hears cases related to: felonies, real property rights, domestic violence, estate, mental illness, juveniles, and civil cases exceeding \$75,000.

District Court – *no website* – One Judge is elected to this office. District Court has jurisdiction to hear criminal cases involving misdemeanors (petty theft, simple assault, disorderly conduct) and gross misdemeanors (repeat misdemeanor offenders) and preliminary hearings on felony matters. It also has jurisdiction over civil infractions, traffic, non-traffic, small claims court (not to exceed \$5000) and civil matters (not to exceed \$75,000). Citizens also file for harassment and domestic violence protection orders with District Court.

Emergency Management - The DEM is responsible for emergency management within Island County to include *planning and coordinating actions for the preparedness, mitigation, response, and recovery from natural and human-caused emergencies and disasters*. DEM provides hazard information, coordinates and provides emergency training for county residents and first responders. DEM also operates the county Emergency Operations Center (EOC) when it is activated.

Facilities/Maintenance – This department works diligently to keep all county offices safe, accessible, and as energy efficient as possible, with a long term view of protecting the capital investments (buildings and facilities) that have been made by the citizens of Island County. Including all 27 county owned buildings, this adds up to more than 183,432 square feet to be cleaned, repaired, maintained, heated, cooled, and plumbed. To insure the safety of citizens, staff, public records, and jail inmates, this department tends to:

- Plumbing
- Electrical
- Painting
- Carpentry
- Roofing
- Commercial laundry & kitchen equipment
- Heating and ventilation
- Inspections
 - ✓ Elevators
 - ✓ Safety
 - ✓ Fire
 - ✓ Cooling tower
 - ✓ Compressor
 - ✓ Pressure vessels
 - ✓ Emergency generator
 - ✓ Air handling units
- Safety Measures
 - ✓ Locks & door hardware
 - ✓ Exit lights
 - ✓ Fire alarms and sprinklers
 - ✓ Panic alarms

- ✓ Smoke evacuation fans
- ✓ Smoke detectors
- ✓ Fire extinguishers
- ✓ Emergency lights

General Services – There is a reason this department is named “general” services...their responsibilities vary widely! They provide:

- property and risk management services to the county as an organization
- coordination of the public defender program
- management of the contract for animal control
- oversight of the motor pool
- coordination with the county fair
- scheduling for the board of equalization
- coordination of the conservation futures fund
- cooperation with the fire warden to issue burn permits
- and more.

Health – Addressing a broad range of health concerns in Island County, this department provides environmental health services, community and family health services (nursing), and services that support assessment and healthy communities. These include:

- maintenance of general health and sanitation
- control and prevention of the spread of dangerous, contagious or infectious diseases
- prevention, control, and abatement of nuisances
- public information regarding health issues
- community assessment, policy development, and assurance of service delivery
- isolation and quarantine of communicable diseases
- quality control of drinking water
- food safety inspections and education
- oversight of liquid and solid wastes with regard to sanitation
- oversight of mobile home parks, camps, pools, outdoor music festivals, shellfish beds, with regard to sanitation
- responses to smoking in public places (also provides youth tobacco prevention programs)
- collection and maintenance of vital statistics

Human Resources – This department is charged with efficiently meeting the operational and strategic human resource needs of Island County government. These include, but are not limited to, the areas of recruitment, compensation and benefits, labor relations and affirmative actions.

We seek to meet these needs through coordination with the departments, officials and employees of Island County and the public.

Human Services - Island County Human Services provides a myriad of services and programs either directly or indirectly to Island County citizens. Among these programs are:

- early childhood and employment services for individuals who experience a developmental disability
- chemical dependency treatment and prevention services
- jail transition services for individuals with a mental illness or chemical dependency moving back into the community
- veterans assistance services
- outreach and case management for seniors and vulnerable adults
- transitional housing services for individuals with a mental illness or chemical dependency coming out of jail, prison or inpatient facility
- mental health services and support in all 4 school districts
- mental health services for individuals not eligible for other programs

This department also provides funding for support groups, education and training in all of the above areas. Human services works cooperatively and collaboratively with other county departments, state agencies and community agencies and organizations and the department is always available for information and referral assistance.

Planning & Community Development - The Planning & Community Development department manages, oversees, and regulates development in Island County. Increasing development pressures have led to the formation of County Code in order to create a systematic yet consistent plan for guiding growth and development in Island County.

The Department works with homeowners, developers, businesses, and those who have some interest invested in Island County. As these groups meet, dynamic planning methods are used to plan for future land-use and accommodate future population projections while striving to maintain the ultimate goal of protecting our quality of life -- which often times is overlooked by jurisdictions.

Long Range Planning, Land-use Planning, and the Building Division work together to guide Island County's future while at the same time honoring our heritage and rural past.

Land-Use Planning is directly concerned with activities that occur on the land. Zoning, shoreline management rules, and critical area review are a part of this division.

The Building Division is concerned with buildings and structural improvements. From expansion of a deck to construction of a new home, the Building Division oversees plans and is in charge of inspections making sure construction is safe

and free of potential dangers. It also implements the FEMA flood hazard reduction program.

Prosecuting Attorney – led by an elected prosecuting attorney, the mission of the Island County Prosecuting Attorney's Office is to

- meet the county's statutory and constitutional duties to the citizens of Island County and the State of Washington;
- to vigorously, justly, and efficiently prosecute those who commit crimes in Island County;
- to provide excellent legal advice and services to the governing bodies and elected officials of Island County;
- to be effective advocates for the continuous improvement of the justice system;
- and to set the standard for the highest level of professionalism and ethics for the practice of law in Island County.

This constitutionally created office is exclusively authorized and mandated to prosecute all felony offenses and all juvenile offenses that occur within the county in the name of the State of Washington. The Prosecutor is also required to prosecute all misdemeanor and gross misdemeanor offenses that occur within unincorporated areas of the county.

These duties include a requirement to assist the victims of crimes in obtaining basic support and seeking compensation from the State's crime victim's compensation fund.

Public Works – provides:

- engineering for county construction projects to include county buildings
- management of parks and trails
- coordination of safe and efficient waste management services
- construction and maintenance of county roads
- and coordination of surface water and watershed planning efforts.

Sheriff – Led by an elected official, this department enforces the laws of the state of Washington and the codes of Island County. Besides the more visible roles involving response to criminal activity and the maintenance of a certified force of peace officers, this department also:

- provides civil process services (protection orders, notification of law suits, eviction notices, etc.)
- supports the fire districts and hospital aid units in medical and fire responses
- acts as the county Fire Marshall
- holds responsibility for coordinating search and rescue activities
- manages the county jail
- works with the public works department to identify hazards, investigate collisions, and provide traffic enforcement and control

- issues concealed pistol licenses
- registers sex offenders and maintains a sex offender website
- provides courtroom security

Treasurer – led by an elected position, this department provides services relating to the financial operations of the Island County Government. The Treasurer is custodian of all funds for Island County as well as junior taxing districts and special taxing districts (schools, fire districts, hospital, cemetery districts, diking districts, water districts, ports, cities, etc.) located within Island County.

The Treasurer's primary responsibilities include:

- Tax collection and distribution of funds for Island County & special purpose districts of Island County.
- Investment of funds for Island County and special purpose districts.
- Accounts for and pays all bond indebtedness for Island County and all special purpose districts.
- Processes real estate excise tax affidavits/ownership property transfers.
- Oversight, processing, and completion of all required legal documentation in tax foreclosures and bankruptcies including sale of delinquent properties.
- Oversight for distraint on delinquent personal/commercial property accounts, including mobile homes.
- Accounting and financial reports for all special purpose districts.
- Receives, calculates, processes all tax adjustments per Board of Equalization or senior exemptions, and initiates refunds or collects shortages.
- Ex-officio collector of city and town taxes; submits statement of taxes collected with remittance.
- Collects and accounts for all Local Improvement Districts, special assessments, and special taxation.
- Maintains accounting/general ledger for all fund activity, cash management and cash flow, and warranting processes.
- Issues Dog licenses

WSU Extension - Washington State University Extension provides a diverse array of services to residents, visitors, and communities throughout Island County. WSU Extension is a reliable source of unbiased science based information on topics ranging from the environment, agriculture production, youth development, gardening, community development, and family and consumer services. Some of the WSU Extension programs in Island County include: Beach Watchers; Master Gardeners; Waste Wise; 4-H; Admiralty Head Lighthouse; Shore Stewards; Climate Stewards; the Marine Resources Committee; and Noxious Weed Control Board. WSU Extension is for everyone and in Island County it helps meet the educational and research needs of those who live, work,

and play here, and to provide volunteer opportunities that make Island County a better place.