

COUNTY MANAGER

OPERATION AND MISSION

The County Manager's office is responsible for implementing policies adopted by the Board of County Commissioners and for managing executive staff in the execution of Board directives. The County Manager serves as a liaison with elected officials and independent county boards, coordinates delivery of services provided by 3,500 employees, directs the development and administration of the annual operating and capital budgets totaling \$347 million, and makes recommendations on program options to the Board of County Commissioners.

INTERACTION AND ADJACENCIES

- Board of County Commissioners
- Budget and Financial Planning
- Legal Services
- Facilities Management

FACTORS INFLUENCING CHANGE

This department changed in 2002 to a County Manager form of government, resulting in increased authority and clarity in the function of this department. This change could drive the need for more staff, and lead to increasing needs for support spaces for meetings/shared areas, and increased and enhanced public contact.

This group also envisions the establishment of a Community Affairs department, a new function that would handle a range of public relations and media-related activities associated with the County Manager's Office and County Departments. Some of the staff for this group would be reassigned from existing functions.

CURRENT CONDITIONS

This department is currently located in the Olathe Administration Building, where available space is overcrowded and impending changes will worsen the demand for functional office areas.



ORACLE SUPPORT CENTER

OPERATION AND MISSION

The Oracle Support Center is responsible for the support, maintenance, and enhancement of the County's enterprise-wide Oracle Financial and Human Resource system and its related databases. The Oracle Support Center is accountable for Oracle application accessibility, functionality, and system up-time.

INTERACTION AND AGENCIES;

- Office of Financial Management
- Human Resources
- Information Technology Services
- All Agencies and Departments using the Oracle System

FACTORS INFLUENCING CHANGE

This department formed in May of 2003, to support, maintain, and further develop the Oracle Financial and Human Resource system. As increased functionality is implemented and use of the Oracle system expands more resources are required to support and maintain the system.

SPECIAL NEEDS

Training area equipped with 6 PCs for Oracle user training and system testing.

CURRENT CONDITIONS

This department is currently located within the ITS Department in the Olathe Administration Building. The OSC team is split between two areas in this current space. The Training area and locating the entire OSC Team within a single space are high priorities.



COMMUNITY AFFAIRS

OPERATION AND MISSION

This is a proposed new County department in the formative stages, being created to offer special capabilities in citizen and public relations. Mission objectives will primarily focus upon the enhancement of communications between the County government and the public. Operations will include production of media in service to County agencies, creative development of materials representing the County, County government services, and related information that serves public interaction with Johnson County.

INTERACTION AND ADJACENCIES

- County Manager
- Board of County Commissioners
- Human Resources
- Print Shop
- Switchboard
- Facilities Management
- Front Entrance
- General Public

FACTORS INFLUENCING CHANGE

Continuing growth in the County justifies the establishment of this specialized group, and will likely generate some expansion of this function consistent with general trends in the population.

SPECIAL NEEDS

- Multi-media equipment and services

CURRENT CONDITIONS

(New Department)



JOHNSON COUNTY STRATEGIC FACILITIES MASTER PLAN

SPACE NEEDS ASSESSMENT: County Manager

Current Space: Sq. Ft.

Current Space: Sq. Ft.					2008 Needs			2013 Needs			2018 Needs			2023 Needs		
Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
	Room Std.	Description														
Administration Building																
COMM AFFAIRS - SPT SPACE																
Conference Room - 1 @ 300	CNF-012	12 Pers Conf Room 300 SF	300	1.35	1	300	405	1	300	405	1	300	405	1	300	405
Media Equipment Room	ELEQ00750	Tech Equip Room 750 SF	750	1.35	1	750	1,013	1	750	1,013	1	750	1,013	1	750	1,013
Lobby/Waiting - 1 @ 120	REC-0004	Reception Area 120 SF	120	1.35	0	0	0	1	120	162	1	120	162	1	120	162
Work Area/Storage - 1 @ 120	WKCP00120	Work/Copy/Eq Area 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
		TOTAL:			3	1,170	1,580	4	1,290	1,742	4	1,290	1,742	4	1,290	1,742
COMM AFFAIRS - STAFF																
Administrative Assistant	WS02	WS Typ. 02 64 SF	64	1.40	0	0	0	1	64	89	1	64	89	1	64	89
Public Information Officer	WS02	WS Typ. 02 64 SF	64	1.40	2	128	179	3	191	268	4	255	357	4	255	357
Multi-Media Coordinator	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	2	128	179	2	128	179	2	128	179
Community Affairs Director Grade 19	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
Production Assistant	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
		TOTAL:			5	371	520	8	563	788	9	626	877	9	626	877
ORACLE Spt Ctr - SPT SPACE																
Training Room 12 people	CLSRM-IT	IT Training WS 10 SF	10	1.35	13	130	176	13	130	176	13	130	176	13	130	176
Conference Room 20 people	CNF-020	20 Pers Conf Room 500 SF	500	1.35	0	0	0	0	0	0	0	0	0	0	0	0
File Storage 5 @ 16	FILLAT-001	Lateral File Unit (ea)	16	1.35	5	80	108	5	80	108	5	80	108	5	80	108
Reception Area	REC-0002	Reception Area 60 SF	60	1.35	0	0	0	1	60	81	1	60	81	1	60	81
Work Area	WKCP00080	Work/Copy/Eq Area 80 SF	80	1.35	1	80	108	1	80	108	1	80	108	1	80	108
Consultant Space	WS01	WS Typ. 01 53 SF	53	1.40	2	105	147	4	210	294	4	210	294	4	210	294
		TOTAL:			21	395	539	24	560	767	24	560	767	24	560	767
ORACLE Spt Ctr - STAFF																
Receptionist	WS01	WS Typ. 01 53 SF	53	1.40	0	0	0	1	53	74	1	53	74	1	53	74
OSC Manager	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
Data Base Administrator	WS03	WS Typ. 03 90 SF	90	1.40	3	270	378	3	270	378	3	270	378	3	270	378
Oracle Applications Manager	WS03	WS Typ. 03 90 SF	90	1.40	3	270	378	3	270	378	3	270	378	3	270	378
Oracle Applications Analyst III	WS03	WS Typ. 03 90 SF	90	1.40	2	180	252	4	360	504	4	360	504	4	360	504
Oracle Applications Analyst II	WS03	WS Typ. 03 90 SF	90	1.40	6	540	756	6	540	756	7	630	882	8	720	1,008
		TOTAL:			15	1,350	1,890	18	1,583	2,216	19	1,673	2,342	20	1,763	2,468
SPT SPACE																
20 Pers Conf Room 500 SF	CNF-020	20 Pers Conf Room 500 SF	500	1.35	1	500	675	1	500	675	1	500	675	1	500	675
File Storage - 6 @ 16	FILLAT-001	Lateral File Unit (ea)	16	1.35	6	96	130	6	96	130	6	96	130	6	96	130
Large Conference - 1 @ 700	MP-030	Multi Purpose Rm 600 SF	600	1.20	1	600	720	1	600	720	1	600	720	1	600	720
Reception/ Waiting - 1 @ 100	REC-0004	Reception Area 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
Equipment/ Work Space - 1 @ 100	WKCP00080	Work/Copy/Eq Area 80 SF	80	1.35	1	80	108	1	80	108	1	80	108	1	80	108
Copy/ Storage - 1 @ 120	WKCP00120	Work/Copy/Eq Area 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
		TOTAL:			11	1,516	1,957	11	1,516	1,957	11	1,516	1,957	11	1,516	1,957

JOHNSON COUNTY STRATEGIC FACILITIES MASTER PLAN

SPACE NEEDS ASSESSMENT: County Manager

Current Space: Sq. Ft.

Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	2008 Needs			2013 Needs			2018 Needs			2023 Needs		
	Room Std.	Description			No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
STAFF																
100001 Deputy County Manager	POFC0180	Private Office 180 SF	180	1.35	1	180	243	1	180	243	1	180	243	1	180	243
100002 Assistant County Manager	POFC0180	Private Office 180 SF	180	1.35	1	180	243	2	360	486	2	360	486	2	360	486
100000 County Manager	POFC0240	Private Office 240 SF	240	1.35	1	240	324	1	240	324	1	240	324	1	240	324
100689, 100690 Executive Assistant Grade 15	WS03	WS Typ. 03 90 SF	90	1.40	2	180	252	3	270	378	3	270	378	3	270	378
Assistant to Co. Mgr. Grade 19	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	2	180	252	2	180	252	2	180	252
100691 Management Analyst Grade 18	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	2	180	252	2	180	252
Intern	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	2	180	252	2	180	252	2	180	252
		<i>TOTAL:</i>			8	1,050	1,440	12	1,500	2,061	13	1,590	2,187	13	1,590	2,187
		<i>BUILDING TOTALS:</i>				5,852	7,924		7,011	9,529		7,255	9,870		7,345	9,996
Contingency Space Allowance (1% per year)										476			987			1,499
TOTAL REQUIRED						5,852	7,924		7,011	10,005		7,255	10,857		7,345	11,495