

Multnomah Education Service District

Code: **CC-AR**
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11/30/15
Orig. Code(s): 2121-1

Administrative Organization

MESD Organization Charts

1. Multnomah ESD (MESD) organization charts and department organization charts will be updated by the superintendent and cabinet directors.
2. Organization charts will be published and made available to staff and posted on the MESD website after August 1 each year.

Services Between MESD Departments

1. Departments are encouraged to procure, utilize, cooperate and share services between and among MESD departments whenever possible; particularly for marketing, communications, connectivity, training and customer services.
2. Services in support of other departments should flow freely between and among the departments.

Charges Between Departments

1. Interdepartment services may require charges to be assessed between the departments.
2. Charges may be assessed for services provided on a regular or extensive basis rather than on a casual, irregular basis utilizing minor amounts of resources.
3. Minor department expenses to provide services on a casual or irregular basis to other organizational components will not be assessed but may be included in the budget to cover such costs.

Administrator of Duty

The purpose of the administrator on duty protocol is to ensure that a person with appropriate authority is available to make timely, appropriate, informed and responsive decisions in the absence of the superintendent.

The superintendent shall designate an administrator on duty when the superintendent is absent from the Ainsworth building.

The administrator on duty shall have the following authorities:

1. Enter into contracts on behalf of the agency;

2. Sign and authorize financial transactions on behalf of the agency;
3. Authorize building open and closure decisions;
4. Physical access to all buildings and locations within buildings;
5. Electronic access to all MESD servers and drives;
6. Initiate all-hazard response protocols;
7. Approval of external and internal communications.