

Common County Services & Coordinating County Office

Beer & Liquor Licenses - Auditor
Birth Certificates - Recorder
Boat Registration - Treasurer
Bridge Construction/Maintenance - Engineer
Budget Information - Board of Supervisors / Auditor
Building Permits - Planning & Zoning
Camping Information - Conservation
Child Care Resources - Community Services
Claims and Warrants - Auditor
Community Health Programs - Public Health
County Website - Information Technology
Death Certificates - Recorder
Deeds and Contracts - Recorder
Disaster Planning - Emergency Management
Economic Development - Board of Supervisors
Election Information - Auditor
Food Permits - Environmental Health
Forest Reserve - Conservation
Handgun Purchase Permits - Sheriff
Hunting and Fishing Access - Conservation
Hunting and Fishing Licenses - Recorder
Jail Administration - Sheriff
Maps (highway, drainage districts) - Engineer
Maps (plats) - Recorder
Maps (political boundaries) - Auditor
Marriage Licenses - Recorder
Mental Health Facilities - Community Services
Passports - Recorder
Permits (tile crossings, underground work) - Engineer
Permits (building, conditional use) - Planning & Zoning
Prosecutor (state laws, local ordinances) - Attorney
Real Estate Transfer Information - Recorder
Real Estate Mapping - Assessor
Septic Permit - Environmental Health
Subdividing - Planning & Zoning
Tax Credit Claim - Treasurer
Tax Levy Information - Auditor
Tax Payments - Treasurer
Vehicle Titles and Registration - Treasurer
Veteran's Assistance - Veterans Affairs

Story County, Iowa

Elected Officials:

Auditor - Lucy Martin
Attorney - Timothy Meals
Recorder - Stacie Herridge
Sheriff - Paul Fitzgerald
Treasurer - Ted Rasmusson
Supervisors - Latifah Faisal, Linda Murken, Lisa Heddens

Department Heads:

Animal Control - Anna Henderson
Assessor - Wayne Schwickerath
Conservation - Michael Cox
Community Services - Karla Webb
Emergency Management - Keith Morgan
Environmental Health - Kimberly Grandinetti
Engineer - Darren Moon
Facilities Management - Joby Brogden
Human Resources - Alissa Wignall
Information Technology - Barbara Steinback
Planning & Development - Amelia Schoeneman
Veterans Affairs - Brett McLain

Director of Internal Operations - Alissa Wignall
Director of External Operations - Sandra King

County Outreach & Special Projects Manager - Leanne Harter



The Structure of County Government



Elected and Appointed Offices

Story County, Iowa

The Duties of County Offices

County Board of Supervisors: The county board is the executive branch of county government. The supervisors serve as the policymakers for the county and administer the various county programs. Their powers include reviewing budget requests, appropriating funds, establishing county tax levies, enacting ordinances, filling employee vacancies, and hearing reports from county offices. The board is also responsible for overseeing economic development. Boards of supervisors responsibilities are defined by Iowa Code chapter 331. The Board consists of either 3 or 5 members.,

County Attorney: The county attorney's position is unique in that it is provided for in the state constitution. Other offices are products of legislation. The attorney's primary responsibilities are to provide legal counsel for the Board of Supervisors and to act as legal representative for the county in court cases. With regard to the latter responsibility, the County Attorney represents the county either as a defendant or plaintiff in a civil suit. In cases where a crime has been committed in the county, they act as the prosecuting attorney and presents the county's case at the trial. The County Attorney is also responsible for fine collections and juvenile justice

County Auditor: The county auditor serves in an office which is very diversified. One of the auditor's many duties is to serve as secretary to the Board of Supervisors. As such, the Auditor has control over the records of the board. Auditor's election responsibilities include registering voters, supervising precinct election officials, publishing election notices, and acting as custodian of poll books. Auditors are commissioner of elections for school board, city, county, state and federal elections. Real estate transfers and numerous other records are handled through the County Auditor's office. Lastly, the County Auditor does indeed audit bills or other claims against the county. Warrants in payment are then prepared. The Auditor also maintains accounting records of all appropriations for the county's various departments.

County Recorder: The primary function of the county recorder's office is to record various legal documents. Detailed records are kept for various legal instruments (deeds, mortgages, condemnations, affidavits, and powers of attorney). Other records include: birth certificates, death certificates, marriage licenses, uniform commercial code filings, military discharges, trade names, articles of incorporations, deeds of trust for railroad corporations, hunting licenses, and boat and snowmobile licenses.

County Sheriff: The sheriff is the chief law enforcement officer for the county. Administration of the county jail is only one of the sheriff's many duties. The Sheriff is also required to make special investigations into alleged law violations when directed by the County Attorney. In unincorporated areas of the county, the Sheriff is responsible for law enforcement. They also provide law enforcement services for towns that contract with the office. Finally, they issue all gun permits and is in charge of the county drug task force.

County Treasurer: The Treasurer's office is one of the primary offices where people come to do business. Anyone owning property or a vehicle is served by them. Treasurers receive payment for motor vehicle registration and sales/transfers of vehicles. It is the Treasurer's duty to register vehicle titles and distribute license plates. They oversee all county funds and handles investment functions. As such, they are required to make a semiannual settlement with the Board of Supervisors and to report all fees collected. It is their duty to collect all taxes certified by the County Auditor. In addition, they make monthly reports to the State Auditor of all taxes paid to the state and for soldiers' bonuses. These funds are paid to the State Treasurer when they are requested.

Appointive Offices:

County Assessor: They are appointed through a merit examination prepared and given by the State Tax Commission. A list of qualified persons is drawn up and a special conference board selects the Assessor. The County Assessor is an officer of all major taxing jurisdictions in a county.

Emergency Management: They are responsible for disaster planning on a county-wide basis. This includes emergency evacuation plans, airplane crashes, floods, tornadoes, industrial accidents, terrorism and civil unrest.

Community Services: They provide short term assistance for individuals and families in need. This includes financial assistance for rent, food, and shelter. They focus on individuals with developmental disabilities, mental health, and substance abuse. Youth shelter and detention facilities are offered. Included here is a central point of coordination, general assistance, case management and veterans affairs.

Conservation: They are overseen by a board appointed by the county Board of Supervisors and is responsible for county parks, wildlife habitat improvement and wetland preservation. They also provide environmental education and various activities such as camping, canoeing, fishing, hiking/bike trails and horseback riding.

Engineer: They are responsible for general supervision of construction, maintenance (including snow removal), and repair of highways and bridges of the county. An annual report of all the roads in the county, including their present condition and their needs must be made by the Engineer to the Iowa Department of Transportation.

Environmental Health: They prevent disease by controlling community environmental health threats and providing local education on environmental health issues. They work to ensure air quality and environmental health through inspections on septic tanks, swimming pools, tanning salons and restaurants.

Information Technology: They develop/maintain computer software applications that facilitate a county's business operations. The department is responsible for maintaining the county website and planning for future technology needs.

Public Health: The nurse investigates communicable diseases and provides health planning and education for the county. They offer childhood immunization, international travel clinics, and treatment of sexually transmitted diseases.

Planning & Zoning: They are responsible for building code enforcement, utility planning, and zoning enforcement. They implement the comprehensive land use plan in unincorporated areas of the county.