

Administrative Order

Administrative Order No.: 7

Title: Re-Organization to Create New Positions and Establish New Office and Department

Ordered: 12/09/25

Effective: 01/08/2026

AUTHORITY:

Section 21.51 of the Alachua County Code of Ordinances

SUPERSEDES:

Administrative Order No. 6 and shall be reorganized as displayed in the attached organizational chart dated November 17, 2025.

PURPOSE:

The purpose is to modify the reporting structure as follows:

- The vacant Fiscal Supervisor and Fiscal Assistant positions in Fiscal Services are being reclassified to a Budget and Fiscal Services Director position to oversee the Budget and Fiscal Services Department, which will fall under the Senior Management classification. Once approved, staff will move forward with the process to designate the position as part of Senior Management.
- ERP Systems will be established as a separate office from Office of Management and Budget. By establishing ERP as an independent function, the County can better align system management with department needs, streamline decision-making, and ensure more focused independent oversight of financial, human resources, and procurement modules and its efforts to optimize technology solutions, system performance, and user support across departments.
- A vacant Senior Staff Assistant position from Facilities is being reclassified to an ERP Systems Specialist in the new ERP Systems Office.

ORGANIZATIONAL CHANGE:

The aforementioned changes will become effective January 8, 2026.