



## Responsibilities of Indiana County Commissioners

*Note: This list was compiled in 2016 and updated in 2023 by Commissioner Sherene Hess.*

Index:

- I. [Administrative](#)
- II. [Human Services](#)
- III. [Elections Administration](#)
- IV. [Emergency Management/Public Safety](#)
- V. [Transportation](#)
- VI. [Courts and Corrections](#)
- VII. [Community & Economic Development, Planning and Land Use](#)
- VIII. [Infrastructure](#)
- IX. [Cultural/Recreational/Higher Education and Quality of Living](#)
- X. [Other](#)

The statement below is how an Indiana County resident described Sherene Hess.

*“Since her first term in office (2016-2020), Commissioner Hess has been commended for her significant contributions to building construction, recreation and parks, roadways, infrastructure, public works, community assets, cultural attributes, job creation, educational advancement, healthcare resources, economic investment, and human services. She has contributed to a great quality of life today and a promising outlook for the future for people in Indiana County.”*

### **I. Administrative**

- Public Meeting Schedule
- Sunshine Law/Parliamentary Rules/Open Meetings Law
- Right To Know Law
- Pension/Retirement Board
- Financial/Budget
- Salary Board
- Prison Board
- Personnel
- Healthcare/Benefits
- Succession Planning

- Collective Bargaining
- Insurance and Risk Management
- Records Management and Access
- Census
- Liquid Fuels (Oil & Gas) (ACT 13)
- Bridges (ACT 89 & ACT 44)
- Physical Plant and Equipment
- Regional Issues

## **II. Human Services**

- Human Services Agency
- Communities at Indian Haven County Nursing Home
- Veteran Affairs
- Aging Services, Inc
- Armstrong Indiana Clarion Drug and Alcohol Commission
- Behavioral & Developmental Health Program Armstrong
- Housing Authority of Indiana County
- Indiana County Redevelopment Authority
- Indiana County Community Action Program
- Community Disability Awareness Workgroup
- Alice Paul House, Domestic Violence Shelter
- CARE Center
- Domestic Violence Sexual Assault Taskforce
- Indiana Regional Medical Center and Indiana County Hospital Authority

## **III. Elections Administration**

- Voter Registration
- Statewide Uniform Registry of Electors (SURE System)
- Department of State
- Board of Electors
- Indiana County Return Board
- Verification of County Election Results

## **IV. Emergency Management/Public Safety**

- Emergency Management Agency
- 911 Center
- Next Generation Planning
- Local Emergency Planning Committee
- Disaster Planning
- Continuity Planning
- National Incident Management Systems (NIMS)
- Bioterrorism/Regional Counter Terrorism
- Indiana County Fire Academy
- Indiana County Humane Society

## **V. Transportation**

- Pennsylvania Department of Transportation (PennDOT District 10)
- Pennsylvania State Transportation Commission
- Southwest Planning Commission
- Indiana County Airport Authority
- Indiana County Transportation Authority

## **VI. Courts and Corrections**

### **1. Row Offices**

- President Judge and Common Pleas Judges and all Magisterial District Judges
- Sheriff
- District Attorney

- Coroner
- Register of Wills, Clerk of Courts & Recorder of Deeds
- Prothonotary & Clerk of Courts

## **2. Appointive Departments**

- Court Administrator
- Assistant Court Administrator
- Custody Mediator
- Domestic Relations Department
- Children & Youth Services
- Public Defender Department
- Criminal Justice Advisory Board (CJAB)
- Probation Adult and Juvenile
- Evidenced Based Programming Advisory Board
- Prison Warden
- Court Reporters
- Chief Deputy Sheriff

## **VII. Community & Economic Development, Planning and Land Use**

- Office of Planning and Development
- Planning & Geographical Information System (GIS)/Mapping
- Community Development and Housing Section
- Uniform Construction Code Section

### **1. Economic Development**

Help with all aspects of business development from land or building acquisition, financing, construction, equipment, workforce training and working capital. There are federal programs and numerous state and local loans and programs to help finance a new venture.

Center for Economic Operations Partners:

- i. Indiana County Commissioners
- ii. Indiana County Development Corporation
- iii. Chamber of Commerce
- iv. Indiana County Tourist Bureau
- v. Downtown Indiana, Inc
- vi. Indiana University of Pennsylvania

Tax Incentives:

- i. Keystone Innovation Zones (KIZ)
- ii. Keystone Opportunity Zones (KOZ)
- iii. Local Economic Development Revitalization Tax Assistance

Collaboratives:

- i. Sustainable Economic Development Task Force
- ii. Indiana County COVID-19 Recovery Task Force
- iii. Indiana Area Collaborative Team (I-ACT) Includes all Law Enforcement Partners

### **2. Workforce Development Programs and Services**

- i. Tri County Workforce Investment Board
- ii. CareerLink PA
- iii. Career T.R.A.C.K.

### **3. Focus Areas: Industry Sectors**

- i. Energy
- ii. Manufacturing
- iii. Healthcare
- iv. Information Technology
- v. Financial

### **4. Agriculture**

- i. Penn State Extension
- ii. Farmland Preservation Board
- iii. Indiana County Conservation

## **VIII. Infrastructure**

- Business Park Development
- Small Business Incubator/Makers Space
- Water and Sewer
- Rural Broadband
- Stormwater Management
- Indiana County Solid Waste
- Municipal Services
- Planning Commission
- Redevelopment Authority
- Subdivision and Land Development Ordinance (SALDO)

## **IX. Cultural/Recreational/Higher Education and Quality of Living**

- Jimmy Stewart Airport
- Indiana County Tourist Bureau
- Indiana County Parks and Trails
- Indiana University of Pennsylvania (IUP)
- Westmoreland Community College of Indiana County
- Indiana County Genealogic and Historical Society
- Fair Boards, Festivals and Non-Profit Organizations and Charities

## **X. Other**

### **1. Row Offices**

Treasurer  
Auditors

### **2. Appointive and Other Departments**

Chief Clerk  
County Solicitor  
Budget and Financial Director  
Human Resources Manager  
Maintenance and Management of County Assets and Infrastructure  
Information and Technology Services

### **3. Professional Services**

County Engineer  
Insurance Broker of Record  
Single County Authority for Drug and Alcohol  
Single County Authority for Behavioral/Mental Health  
Single County Authority for Domestic Violence and Shelter  
Single County Authority for Public Transit

*Compiled in 2016*

*Updated in 2023*

*Commissioner Sherene Hess*