CRAVEN COUNTY DEPARTMENTS

The Board of Commissioners is composed of 7 elected officials serving four year terms, who share authority over many governmental functions carried on at a county level with other elected county officials and several semi-autonomous boards and agencies. The Board of Commissioners is responsible for overall fiscal policy and adoption of the County's annual budget, regulation of private conduct through its ordinance-making powers, and setting policy for the administration of County business.

Administration provides administrative support to the Board of Commissioners and maintains overall responsibility for operation of the County's departments. It includes County Manager, Assistant County Manager, and Clerk to the Board of Commissioners. The Administrative Department serves as staff support for all departments in the areas of special projects, budgeting, bidding, energy and project review. Responsibility for custody of the County's official records falls within this department.

The **County Finance Director** is the custodian of all County funds. the **Finance Department** maintains a system of accounts in accordance with appropriate local, state and federal practices, keeps records of the County's contracts and financial transactions, prepares payroll and works with all departments in the preparation of departmental budgets.

The Human Resources Department acts as liaison between employees and County Administration. It manages vacancy announcements and conducts the hiring process. The Human Resources Department is responsible for administration of the County's Personnel Policy, Employee Benefits Plan, and safety/risk management operations

Information Technology is responsible for the County's technology purchasing, and provides support, programming services and consulting services to all County departments.

The Inspections Department is responsible for protecting the health, safety and welfare of the County's citizens by accurate enforcement of building codes and regulations set by Craven County and the State of North Carolina. It reviews plans and specifications for buildings, and issues permits.

The Planning Department is responsible for land use planning and zoning, making recommendations concerning approval of subdivisions and road additions. It manages Craven County's E-911 program and administers the County's Community Development Block Grants Program.

The Tax Department, consisting of Appraisal, Mapping, and Collection Divisions, is responsible for listing, assessing and collecting on all eligible property in Craven County in addition to collecting beer and wine fees, drainage district taxes and paving assessments. Property mapping is an important function relative to property ownership and the appraisal process.

The Register of Deeds Office records and maintains important documents of Craven County and its citizens (deeds, birth, marriage, and death certificates, service discharges, assumed names, articles of incorporation, County lease agreements), and provides certified copies of these documents upon request.

The Elections Office maintains responsibility for conducting county and municipal elections, and the voter registration process in Craven County.

The Fire Marshal/Emergency Management Department coordinates and assists 14 volunteer fire departments in carrying out their plans for the protection of life and property. It also conducts fire inspections on public facilities, investigates fires, plans and coordinates for natural and man-made disasters.

Emergency Medical Services works with volunteer rescue squads and their members to ensure the best possible emergency patient care for citizens.

The Health Department provides public health services which include illness prevention through education and inoculation programs, removing health hazards from the environment, and medical care for citizens who cannot afford private health care.

The Department of Social Services provides services to citizens with low incomes and those who face other special challenges. Services include Aid to Families with Dependent children, food stamp distribution, and the administration of Medicaid.

The Sheriff and Deputies provide police protection to citizens in the unincorporated areas of the County and security for the courts. The Sheriff's Department assumes responsibility for transporting prisoners, enforcing civil laws and operating the County jail.

Parks and Recreation is responsible for developing and maintaining the County's recreational facilities, designing and operating recreational programs for citizens, particularly youth. Programs include "Special Olympics".

Transportation provides client transportation services for Craven Evaluation and Training Center, Coastal Counties Enterprises, New Bern Child Development Center, Craven County Department of Social Services, New Bern Vocational Rehabilitation Office, and Neuse River Club, in addition to aiding the elderly and disabled with their transportation needs.

The Cooperative Extension Service is a county, state and federally sponsored program made possible by legislative acts in the early 1900's. It provides instruction and practical demonstrations in agriculture and home economics to County residents to impart knowledge for the enhancement of the community, and operates the Craven County Clean Sweep Program. The Craven County Extension Service is an extension of North Carolina State University and A & T State University and its mission is to provide Craven County citizens with information on agriculture, home economics, 4-H, and community resource development gleaned from research of the Land Grant Universities.

Veterans Services is responsible for advising local veterans, their survivors and dependents of rights and entitlements under various federal, state and local laws affecting veterans. Veterans Services works with other area agencies in meeting the needs of clients.

Solid Waste-An independent contractor operates the County's curbside solid waste and recyclable collection program. The County's Solid Waste Department operates convenience centers for solid waste collection, and monitors illegal dumping. Craven County is a member of a tri-county solid waste management authority, which makes a landfill available to the region.

The Water Department is responsible for providing a safe water supply for County residents, including water treatment and distribution.

The Convention Center Director is responsible for the operation of the New Bern Riverfront Convention Center as well as the Craven County Tourism Development Authority.

CRAVEN COUNTY COMMISSIONERS AND ADMINISTRATIVE STAFF

Chairman Lee Kyle Allen
Vice-Chairman Scott C. Dacey
Commissioner Thomas F. Mark
Commissioner Theron L. McCabe
Commissioner Johnnie Sampson, Jr.
Commissioner Jefferey S. Taylor
Commissioner Steve Tyson

Jack B. Veit, III, County Manager
Gene Hodges, Assistant County Manager, Operations & Facilities
Richard F. Hemphill, Assistant County Manager, Finance & Administration
Gwendolyn M. Bryan, Clerk to the Board

The mission of Craven County Government is to maximize available resources to ensure courteous and superior service delivery to all citizens, while promoting programs and services that will preserve, yet enhance, the quality of life in Craven County in the most efficient manner. Craven County Employees will strive for a "Spirit of Excellence".

Craven County

1712

North Carolina

406 Craven Street
New Bern, North Carolina 28560
(252) 636-6600
www.cravencountync.gov

Craven County's " Firsts"

- *First printing press, published pamphlet, newspaper and book published in North Carolina (1749)*
- *Location of North Carolina's first capital and capitol building*
- *First state officials inaugurated here*
- *First state legislators met here*
- *First postal service in North Carolina and first post office under the Republic*
- *First public banking institution in North Carolina*
- *First incorporated school in North Carolina*
- *First in America to celebrate George Washington's birthday*
- *First in America for a provincial convention called and held in defiance of British orders*
- *First in North Carolina to celebrate Independence Day*
- *Home of North Carolina's First Female Governor*

Statistical Information

Established:	1712
Population:	103,505
County Seat:	New Bern
Municipalities:	8 Bridgeton Cove City Dover Havelock New Bern River Bend Trent Woods Vanceboro
Area/Location:	711.99 square miles At the confluence of the Neuse and Trent Rivers on the North Carolina Coast
Public Schools:	24 4 Senior High 5 Middle 15 Elementary
Tax Rate:	$.47 per $100
Current Budget:	$ 93,992,332
Motto:	Virtus in Actione Consistit (Virtue Consists in Action)

Attractions

- Croatan National Forest
- Tryon Palace Historic Sites and Gardens
- North Carolina History Education Center
- Firemen's Museum
- A Day at the Farm
- Cherry Point MCAS
- Havelock Tourist Center
- Atmore-Oliver House
- Craven Arts Council and Gallery
- African American Heritage Tour
- New Bern Trolley Tours
- Birthplace of Pepsi Store and Soda Fountain
- Union Point Park
- Historic Downtown New Bern
- Antique Shops
- Hatteras Yacht Tours

For more information, contact:

New Bern/Craven County Convention and Visitors Center
P.O. Box 1713
New Bern, NC 28563
(800) 437-5767
www.visitnewbern.com

History

Established in 1712, Craven County is named for William, Lord Craven, one of the original Lord Proprietors of the Province of Carolina. New Bern became the seat of the Craven Precinct (County) in 1722, and in 1770 Tryon Palace, seat of the royal governors was completed. Following the Revolution, the Palace was used by four state governors, and visited by George Washington during his Southern tour in 1791.

Because of its location, situated between the Albemarle and Cape Fear, Craven County grew in size and importance during the mid 18th century, due to the significance of its county seat, New Bern, as a river port. As Craven County moved into the 19th century, it continued to flourish as the railroad served to further New Bern's commercial dominance, wealth and cultural sophistication. These influences were also felt in the communities surrounding the city.

During the Civil War, Union troops captured New Bern in the early phases and continued its occupation throughout the war. As a result, the area did not experience as much devastation as did many areas of the South.

The 20th century brought the military into Craven County, with the establishment of Marine Corps Air Station Cherry Point. This development translated into new prosperity for the area, as well as greater diversity. Over the years, as military personnel retired, many chose to settle in Craven County. In the last few decades of the 20th century, Craven County became a preferred retirement destination for legions representing every region of the country, who find its climate, quality of life, cost of living and amenities to be quite desirable.