

Bob Shannon
Administrative Officer

The primary responsibility of the Administrative Division is to advise the Superintendent, and supervise program areas related to:

- Budget/Finance
- Human Resources
- Information Management
- Acquisition and Property Management

Administrative functions include:

- Pay Administration
- Training and Development
- Travel Services
- Collections Support
- Payment of Invoices
- Internal Controls and Audits
- Recruitment
- Performance Management
- Employee and Labor Relations
- Purchasing
- Automotive Fleet Management
- Contracting
- Information Technology
- Telecommunication Services
- Agreements with agencies, public and private institutions