

PART II. Operating Divisions

Administrative Services Division

This Division is headed by the Senior Administrative Assistant who is responsible for all Departmental Functions, such as: personnel, payroll, safety, records and files, procurement of supplies and equipment, accounting, budget, Annual Report, custodial services, PBX, reception, security, building and road maintenance, administrative studies and procedures and supervision of division staff.

A comparison of the 1958-59 and the 1960-61 budgets is shown below and demonstrates increasing work load and responsibility placed on this Division.

	Approved Budget 1958-59	Approved Budget 1960-61
Salary and Wages	\$420,348	\$556,509
Maintenance and Operation	\$ 63,025	\$ 68,399
Capital Outlay	\$ 7,845	\$ 11,811
Total	\$491,218	\$636,719
Budgeted Positions	96.6	106.6

Personnel Section

The Payroll Units are responsible for determining monthly payrolls, salary advances, and for keeping personnel files, performance evaluations, and Blood Bank transactions.

Business Management Section

The Accounting and Procurement Units are responsible for: maintaining all budgetary and accounting control; the preparation of requisitions for services and materials, supply and equipment; the preparation of work orders for construction and maintenance of buildings and grounds and interdepartmental service change invoices. The workload of this Section has continually increased over the past two years. Almost 1,400 requisitions were written and processed during the last year, representing an increase of over 300 from the previous year.

Services Section

The Communications Unit is responsible for processing over 60,000 calls a year and personally directing over 4,100 persons at the information counter. This Unit's duties also include typing, mailing, sorting and filing. The Custodian Unit is now responsible for the maintenance of 46,069 sq. ft. of building area; an increase of 4,607 sq. ft. from 1958-59. The security of buildings and grounds is maintained by three guards who protect the facilities against fire and vandalism from the time the grounds are closed until 7:30AM seven days a week.

Administration Research Section

The Senior Administrative Assistant was responsible for studying and analysing the Plant Records Unit and also is currently preparing departmental instructions and procedures as a guide to better department management.



Stewart, William S. 1961. "Administrative Services Division." *Biennial report* 1959-61, 2.

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