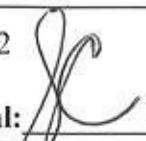


Department of Animal Care & Control	General Order : #005
Subject: Administrative Services Officer II / Responsibilities	Date Issued: 07-17-02 Revised: 07/2020 Manager's Approval: 

The Director of Administration of the Commission on Animal Care and Control shall be responsible to the Deputy Director. He/She shall be responsible for the management and development of administrative service functions for the department and perform related duties as required.

I. GENERAL RESPONSIBILITIES:

- A. Manages the staff engaged in purchasing, payroll, financial, and personnel activities.
- B. Prepares the department's annual budget.
- C. Monitors the administration of budget appropriations and expenditures.
- D. Directs the administration of personnel services including employment processing, maintenance of personnel records, performance appraisals and labor relations for the department.
- E. Directs the preparation of financial activities and reports.
- F. Monitors the preparation and processing of purchasing activities.
- G. Reviews administrative procedures and provides recommendations for improvements.
- H. Reviews and investigates requests for disciplinary action.