

DIRECTOR'S OFFICE

FUNCTIONAL CHART

FISCAL YEAR 2014

DIRECTOR

DEPUTY DIRECTOR

Title IV of the Government of Guam Code of Guam established the Department of Administration as the central agency responsible for the transactions of internal business activities of the Government of Guam . In addition, the Office of the Director formulates and adopts procedures and regulations necessary for efficiency and effectiveness in all fiscal and personnel related operations and activities relative to government operation.

Administrative and Other Support Staff

Facilitates the administrative function for the Director's Office. The support staff develops and implements office management procedures, policies and regulations directly related to the function of the department. Entertains and assists in complaints and inquiries by properly channeling to the respective divisions for response. Manages and tracks department budget, safety and public information programs. Other support staff are responsible for the maintenance operation inclusive of preventive maintenance on all air conditioning units and minor repairs; janitorial services inclusive of minor plumbing repairs; ground maintenance services on the entire facility inclusive of the Data Processing Division building; also assist in the GASB34 project by maintaining general ledgers and subsidiary fixed asset accounts, record entries related to acquisition, transfer, disposition and surveyed items, determine property valuation, continue with tagging all assets with bar code property identification labels and conduct physical inventory, identify fixed assets purchased under the local or federal funds.

Records Management

Pursuant to Public Law 6-64, Record Management Act, the Records Management Division established a continuing program for efficiently and economically managing government records, by planning, organizing and directing the entire Records Management Program for the Executive Branch. Assistance may be provided to the Autonomous Agencies, Legislative and Judicial branches of the Government of Guam upon request and approval of the Director of Administration.