



# FUNCTIONAL CHART

## OFFICE OF THE CITY ADMINISTRATOR

City of Roxas

### CITY ADMINISTRATOR

1. DEVELOP PLANS AND STRATEGIES AND UPON APPROVAL THEREOF BY THE MAYORS AS THE CASE MAYBE, IMPLEMENT THE SAME PARTICULARLY THOSE WHICH HAVE TO DO WITH THE MANAGEMENT AND ADMINISTRATION RELATED PROGRAMS AND PROJECTS WHICH THE MAYOR IS EMPOWERED TO IMPLEMENT.
2. BE IN THE FRONTLINE OF THE DELIVERY OF ADMINISTRATIVE SUPPORT SERVICES PARTICULARLY THOSE RELATED TO THE SITUATIONS DURING THE AFTERMATH OF MAN-MADE AND NATURAL DISASTERS AND CALAMITIES.
3. ESTABLISHED AND MAINTAIN IN SOUND PERSONNEL PROGRAMS FOR THE LOCAL GOVERNMENT UNIT DESIGNED TO PROMOTE CAREER DEVELOPMENT AND UPHOLD THE MERIT PRINCIPLE IN THE LOCAL GOVERNMENT SERVICE.
4. CONDUCT CONTINUING ORGANIZATIONAL DEVELOPMENT OF THE LOCAL GOVERNMENT UNIT WITH THE END IN VIEW OF INSTITUTING EFFECTIVE ADMINISTRATIVE REFORMS.
5. RECOMMEND TO THE SANGGUNIANG AND ADVISE THE MAYOR, AS THE CASE MAY BE, ON ALL OTHER MATTERS RELATIVE TO THE MANAGEMENT AND ADMINISTRATIVE REFORMS.
6. EXERCISE SUCH OTHER POWERS AND PERFORM SUCH OTHER DUTIES AND FUNCTIONS AS MAY BE PRESCRIBED BY LAW OR ORDINANCE.

### ADMINISTRATIVE DIVISION

1. PERFORM RECORDS MANAGEMENT FUNCTIONS.
2. PERFORM OTHER DUTIES AS MAYBE DIRECTED BY THE SUPERVISOR.
3. ASSISTS THE AOIII IN VARIOUS ADMINISTRATIVE FUNCTIONS SUCH AS PERSONNEL DISCIPLINE, CLERICAL SERVICES, RECORDS AND SUPPLY MANAGEMENT AND OTHER RELATED DUTIES.
4. PREPARES LETTER/CORRESPONDENCE FOR SIGNATURE OF THE SUPERVISOR.
5. RECOMMENDS MEASURES AND STANDARD OPERATING PROCEDURES FOR THE GOOD OF THE OFFICE.
6. PERFORMS OTHER DUTIES AS MAY BE DIRECTED.
7. PERFORMS VARIOUS BOOKBINDING JOBS AS MAYBE DIRECTED BY THE SUPERVISOR
8. PERFORMS VARIOUS BOOKBINDING RESPONSIBILITIES AND ITS CUSTODY.
9. SAFEKEEPING OF DOCUMENTS.
10. OPERATES A MACHINE ESPECIALLY XEROX MACHINE TO REPRODUCE A NUMBER OR VOLUME OF PAPERS.
11. RESPONSIBLE FOR THE PROPER MAINTENANCE THEREOF.
12. PERFORM OTHER DUTIES AS MAYBE DIRECTED BY THE SUPERVISOR FROM TIME TO TIME.
13. PERFORM VARIOUS CLERICAL DUTIES AS MAYBE DIRECTED BY THE SUPERVISOR.
14. SORTS, ROUTE INDEXES AND FILES OFFICE CORRESPONDENCE AND OTHER DOCUMENTS.
15. FILES OUT FORM LETTERS AND ROUTINE ENDORSEMENT.
16. DOES SIMPLE POSTING OF FIGURE ON RECORD FORMS.
17. MEETS PUBLIC AND ANSWER ROUTINE QUESTIONS ABOUT EVENTS OF PERSONNEL.
18. DOES TYPING WORK.
19. FILES OUT FORM LETTERS AND ROUTINE ENDORSEMENT.
20. DOES SIMPLE POSTING OF FIGURE ON RECORD FORMS.
21. MEETS PUBLIC AND ANSWER ROUTINE QUESTIONS ABOUT EVENTS OF PERSONNEL.
22. PERFORM VARIOUS MESSENGERIAL WORKS THAT MAYBE ASSIGNED FROM TIME TO TIME.