



City of Tucson
Housing & Community Development Department
Administration Division Phone # (520) 791-4171

Director's Office

Provides overall departmental direction in maintaining a coordinated and comprehensive program for community development, human services, code enforcement, comprehensive planning and low-income housing and rental assistance in accordance with Federal regulations, procedures and policies; City of Tucson Policies established by the Mayor and Council; and the administrative directives established by the City Manager.

Administrative Services

Provides department-wide support services, including budget development and monitoring, inventory coordination, personnel management, safety coordination, training and development, information technology, and accounting and financial system control.

Ongoing section activities of interest include:

- *Financial reporting for five tax credit partnerships*
- *Management of the facilities at the Commerce Park Loop complex of the Community Resource Center*
- *Operations and maintenance, including meeting room scheduling*
- *Back to Basics financial support*
- *pCard program oversight*

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