



# OFFICE of ADMINISTRATION

The Office of Administration serves as the administrative and managerial arm of State of Missouri government. Created by the General Assembly on January 15, 1973, the Office of Administration combines and coordinates the central management functions of state government.

The Office of Administration is comprised of seven divisions and the Office of Equal Opportunity. The department provides support, services, and solutions that allow other state departments to operate efficiently and effectively. The Commissioner of Administration acts as the Chief Executive with oversight of the Office of Administration's seven divisions.

## Division of Accounting

The Division of Accounting maintains all financial records for State of Missouri appropriations and funds, processes payments, controls production of warrants, and distributes checks.

## Division of Budget & Planning

Analyzes state government programs and provides recommendations and information to the Governor, General Assembly, and state agencies regarding fiscal and other policies.

## Division of Facilities Management, Design & Construction (FMDC)

Provides project management and construction administration for capital improvement projects. FMDC also operates, maintains and manages state-owned office buildings and other structures, and is responsible for acquiring and managing leased space.

## Division of General Services

Provides state agencies with a variety of support services, such as: printing, mail services, fleet management, vehicle maintenance, and administration of the legal expense fund and the state employee workers' compensation program. General Services also maintains responsibility for the statewide in-house recycling program; transfers and/or disposes of state agencies' surplus property to maximize state resources; and administers the Federal Surplus Property Program.

## Division of Information Technology Services

Manages state information technology resources; provides mainframe computer processing services through the State Data Center; manages the State's telecommunication services; and provides Internet services, and network support to all state agencies.

## Division of Personnel

Provides central human resource (HR) management programs and services to all executive branch departments in compliance with the State Personnel Law.

## Division of Purchasing

Centralizes procurement to save money by purchasing supplies, materials, and services in larger quantities and encourages competitive bidding and awards on all contracts.

## Office of Equal Opportunity (OEO)

Promotes a diversified workforce within state government. OEO also assists women and minorities in developing opportunities to contract with the state to economically empower traditionally under-served communities and improve the overall fiscal vitality of the State of Missouri.

### The Commissioner of Administration serves on the following boards and commissions:

- Board of Fund Commissioners
- Board of Unemployment Fund Financing
- Minority Business Advocacy Commission
- Missouri Consolidated Health Care Plan
- Missouri Higher Education Savings Program
- Missouri Public Entity Management Fund
- Missouri State Capitol Commission
- Missouri State Employment Retirement System
- Petroleum Storage Insurance Tank Fund
- Missouri Achieving a Better Life Experience Program

**Support. Services. Solutions.**