

ADMINISTRATIVE SERVICES

Director – Valarie Ellis

The Administrative Services Department is responsible for the administrative and specialized maintenance functions of the Authority and is composed of six divisions.

- ❑ **Human Resources** – provides recruitment, staffing, classification, compensation, benefits, risk management, training and development.
- ❑ **Procurement** – provides goods and services through contract opportunities.
- ❑ **Safety and Security** – provides a safe and secure environment for employees and residents through training, inspections, monitoring, and implementation of OSHA requirements and regulations.
- ❑ **Information Technology** – provides and manages all computer related technology requirements.
- ❑ **Material Management** – provides assistance to the staff for the acquisition of all goods and supplies necessary for their daily operations. Additionally, this division procures and maintains all vehicles and equipment.
- ❑ **Specialized Maintenance** – provides assistance to our public housing residents by managing all routine and emergency work order requests, assisting with Uniform Physical Conditions Standards (UPCS) inspections and monitoring and managing all HVAC and utility systems.

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