City of Jackson
Chief Administrative Office
FY 2016 – FY 2017

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CHIEF ADMINISTRATIVE OFFICER
MR. GUS MCCOY

Chief Administrative Office

Mission Statement

The mission of the Chief Administrative Office (CAO) is to serve as a centralized administrative resource and liaison between the Mayor's Office, the City Council, Department Directors, and other entities and to facilitate outcomes consistent with the overall vision and mission of the City of Jackson. The CAO's office insures overall efficiency, productivity, accountability and compliance with local ordinances as well as state and federal laws and regulations.

Goals & Objectives 2016- 2017

•Provide management of the human, fiscal and physical resources of the City.

•Continue centralization of External Funding and the implementation of eCivis Grant Management System.

•Increase revenue by identifying new revenue streams and creating a happy and loyal customer base.

•Encourage throughout the City's administration a continuous search for improvement in the delivery of City Services to the public and the management of the city's affairs.

•Leverage technology in both hardware and software to improve processes, programs and services (i.e. KRONOS, GEMS, Oracle, employee tracking, etc.)

•Fortify current and cultivate new working relationships with partners both in and outside of the city's jurisdictional boundaries.

Core Functions

The CAO implements policy directives of the Mayor and manages the daily operations of City Government. The CAO oversees the preparation of the annual operating and capital budget, as well as other such financial and administrative reports as required or requested by the City Council.

Budgeted positions

Thee CAO's office currently has 4 positions budgeted. The budget for FY 2016-2017 will consist of 3 budgeted positions.

Summary

FY 2015-2016

- CAO's Office adopted budgeted for $374,632 for personal services which includes the departments full staff along with benefits received (insurance, retirement)
- CAO's Office centralized the process of External Funding. External Funding has integrated eCivis Grant Management system to assist with the centralization of External Funding.
- There is a noted difference within the two fiscal years budget. However, the structure of the CAO's Office is different than in previous Administrations . Additionally, the restructuring of this office is in alignment with this Administration's vision.

FY 2016-2017

- The CAO's Office proposed budget is $256,272.
- This restructuring includes a savings for the CAO's office in the amount of $118,360.

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