

# News from the Administrative Services Division: Fact Sheet

*Last update: January 2020*

The Administrative Services Division provides leadership and support in the areas of human and financial management to promote the responsible use of resources. The division often serves as a liaison with other Lake County offices and state agencies. Division responsibilities include budgeting, purchasing, human resources, grant administration, training coordination and risk management. More about the individual functions of the division may be found [here](#).

## **Budget and Finance**

The content is being written for this new year. Please check back later.

## **Grant Administration**

## **Human Resources**

**Environmental Sustainability Award:**

**Bonds Officer of the Year:**

**Finn/Anderson Exceptional Employee of the Year:**

**Leadership and Excellence Award:**

**Employee of the Year:**

## **Training Administration**