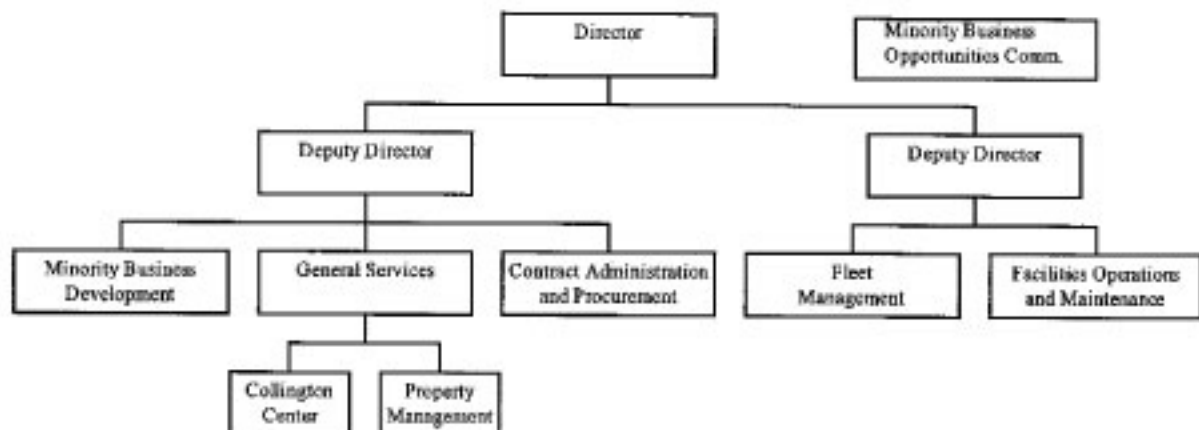


MISSION

The mission of the Office of Central Services (OCS) is to effectively and efficiently provide goods and services to County departments/agencies.

ORGANIZATION CHART



DESCRIPTION OF SERVICES

- Manages and directs the County's purchasing and procurement functions.
- Provides inventory control and manages warehouse operations.
- Provides maintenance and custodial support for County buildings.
- Provides operational and renovation services for County buildings.
- Administers vertical construction projects.
- Provides mail, messenger and courier services.
- Manages the County's vehicle fleet and maintains government sedans, public safety vehicles and various other vehicular equipment.
- Manages automated fuel sites.
- Provides high-speed reproduction services and convenience copiers.
- Oversees school construction projects.
- Manages the sale and acquisition of County real property.