

## About the Administrative Department

The City of Hubbard Administrative Department is responsible for the administrative functions of all aspects of current city services, ranging from provision of water and sewer to public safety.

The Department is generally the first point of contact by persons seeking city services and/or any information.

The administration provides critical background support for all sections of the city government. Examples of these services include; personnel, accounts payable, record keeping, election processing, and general management of services to the public.

The City of Hubbard's administrative department staff consists of a City Recorder, a Finance Director, and an Administrative Assistant. The staff is part of the overall City Hall personnel which includes the Hubbard Police Department.

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