

# Administration

The Administration and Management Staff work together to manage the business of the City and encourage growth while providing public safety and assuring community development.

Administration manages a variety of services that are at the core of the City of Choctaw. It is the mission of this department to handle the business of the City and provide important central services, including [accounting and auditing](#), budget preparation, economic development, human resources, investments, payroll, purchasing, risk management, [utility billing](#), [animal control](#), [inspection services](#), building maintenance and [code enforcement](#).

The management staff is responsible for the day to day administration of the City's business, including budget preparation and management, property and equipment procurement, overseeing utility billing, inspection services and planning & zoning. They are charged with seeing that the goals and objectives of the City are achieved. The management staff is responsible for ensuring that all City Council, Boards, Commissions and Trust meetings comply with state and local requirements. The management staff is also responsible for planning Choctaw's growth and future.

Administration consists of the following four positions:

[City Manager](#)

[City Clerk](#)

[Finance/Treasurer](#)

[City Attorney](#)