

**STRATEGIC ALIGNMENT INITIATIVE - LGLA Conference Input (February 2017)**

**ADMINISTRATION** (Management & Staff)

<b>KEY RESPONSIBILITIES</b>	<b>SUCCESS INDICATORS – Expectations/Criteria</b>
a. Manage strategic work program efficiency (STRATEGIC)	
b. Provide input to strategy development (STRATEGIC)	
c. Report on progress and results (STRATEGIC)	
d. Provide objective and thorough analysis (POLICY)	
e. Propose responsible and responsive budgets (POLICY)	
f. Ensure procedural compliance (POLICY)	
g. Respond to complaints/feedback (SERVICE)	
h. Deliver reliable services (SERVICE)	
i. Schedule staff and resources efficiently (SERVICE)	
j. Seek continuous improvement (SYSTEMS)	
k. Ensure performance accountability (SYSTEMS)	
l. Coordinate information system (SYSTEMS)	

**NOTES:**