

Suzuka City Administrative Organization Structure April 1, 2009

		Departments	Divisions	Direct phones	Services
Mayer	— Vice Mayer —	Planning Department	Planning Division	382-9038	【General planning related to municipal administration, statistics】
			Secretariat and Public Relations Division	382-7601	【Secretarial and publicity services】
			Finance Division	382-9041	【Municipal budget, assessment of municipal administration】
			Tax Payment Division	382-7038	【Collection of municipal taxes and others】
			Residents Tax Division	382-9006	【Services related to municipal and other taxes】
			Fixed Property Tax Division	382-9007	【Services related to fixed property tax】
		General Affairs Department	General Affairs Division	382-9005	【Ordinances, administrative reform, promotion/adjustment related to local autonomy】
			Personnel Division	382-9037	【Administrative organization, personnel, training, and salary】
			Public Information Division	382-8659	【Papers, information dissemination, computerization, and related services】
			Property Custody ' Public Building Division	382-9009	【Construction of public properties, public facilities and others】
			Contracts and Procurement Division	382-9039	【Tenders, procurement of stores】
			Construction Inspection Division	382-9010	【Inspection for construction and other services】
		Public Safety Department	Regional Division	382-8695	【Promotion of regional development, citizen's various activities, residence sign, and other related services】
			Public Consultation Division	382-9004	【Public hearing, citizen's consultation, integration of foreign citizens, and other related services】
			Citizen's Affairs Division	382-9013	【Certificate of residence, certificate of personal seal, family resister, alien register and related services】
			Disaster Prevention and Safety Division	382-9968	【Disaster prevention, prevention and measures against crime, traffic safety and related services】
			Human Rights Policy Division	382-9011	【Enlightenment on human rights, social integration measures and related services】
			Gender Equality Promotion Division	381-3113	【Gender equality and related services】
		Cultural Promotion Department	Cultural Division	382-9031	【Culture-related services】
			Lifelong Learning Division	382-7619	【Promotion of life-long learning and related services】
			Sports Division	382-9029	【Promotion of sports and related services】
			City Library	382-0347	【Planning and management of libraries, and related services】
			Museum of Archaeology	374-1994	【Planning/management of the Archeology Museum, buried cultural properties, and related services】
		Environmental Department	Environmental Policy Division	382-9014	【Environmental policies, environment preservation, environmental sanitation, and related services】
			Waste Disposal Division	382-7609	【Management of waste disposal and related services】
			Regional Development and Maintenance Division	382-9015	【Maintenance of ordinary waste processing facilities and related services】
			Recycling Center for Noncombustible Waste	374-4141	【Crush/reclaiming processing of waste and related services】
			Incineration Plant	382-1646	【Incineration processing of waste and related services】
			Septic Waste Disposal Plant	374-0418	【Human waste, septic tanks, and related services】
		Public Health and Welfare Department	Life-Support Division	382-9012	【Community welfare, livelihood protection, and related services】
			Longevity Division	382-7935	【Elderly's welfare and related services】
			Handicapped & Welfare Division	382-7626	【Welfare of the handicapped and related services】
			Child Care Division	382-7661	【Child welfare, mothers and children's welfare, and related services】
			Health Insurance and Pension Division	382-9401	【National pension, national health insurance, medical welfare and related services】
			Public Health Division	382-2252	【Health instruction and related services】
		Industry Promotion Department	Industrial Division	382-8698	【Industrial policies, industry promotion, labor administration, and related services】
			Commerce and Tourism Division	382-9016	【Promotion of commerce, tourism, and related services】
			Agriculture, Forestry and Fisheries Division	382-9017	【Services related to agriculture, forestry, and fishery】
			Agricultural Land Improvement Division	382-7611	【Improvement of agricultural land and relate services】
			Agricultural Community Drainage Division	382-9019	【Services related to agricultural community drainage】
		Public Works Department	General Affairs Division	382-9021	【Confirmation of public-private boundaries, permitting utilization, land register investigation, and related services】
			Road Construction Division	382-7613	【Construction of roads, bridges, and related services】
			Road Maintenance Division	382-8421	【Maintenance of roads, bridges, and related services】
			Road Procurement Division	382-9023	【Acquisition of lands for road construction and related services】
			Rivers Division	382-7614	【Services related to rivers】
		City Development Department	City Planning Division	382-9024	【Planning and development of city area, scenery, planning of major roads, and related services】
			City Area management Division	382-9025	【Development of city area, services related to parks and green zones】
			Construction Guidance Division	382-9048	【Services related to construction inspection】
			Housing Division	382-7616	【Housing policy, municipal housing, and related services】

		Sewage Management Division	382-7641	【Purification plans, dissemination of sewage, and related services】	
		Sewage Construction Division	382-9046	【Construction and maintenance of sewage】	
	Audit Administrator	Treasury Office	382-9002	【Audit of income and expenses】	
Waterworks Administrator	Waterworks Bureau	General Affairs Division	386-1673	【Management, planning, accounting related to waterworks services】	
		Service Division	386-1670	【Collecting waterworks bills, measurement of used amount, construction/maintenance of waterworks facilities】	
		Construction Control Division	386-1675	【Expansion of waterworks facilities, maintenance of water pipes, and related services】	
		Water Supply Source Division	386-1679	【Maintenance of reservoirs, water quality research, and related services】	
Board of Education	Superintendent of Education	Board of Education Office	General Affairs Division	382-7617	【Accounting for educational board, services related to school facilities】
			School Education Division	382-7618	【Management of schools, school lunch, and related services】
			Curriculum Supervision Division	382-9028	【Instruction regarding school education and related services】
			Youngster Supervision Division	382-9055	【Corrective training and related services】
			Human Rights Education Division	382-9030	【Services related to human rights】
			Institute of Education	382-9056	【Training for teachers, education consultation, and related services】
Department	Fire Marshal		General Affairs Division	382-9156	【Personnel of firefighting staffs, accounting, and related services】
			Fire Defense Division	382-9154	【Management of firefighting facilities/equipments】
			Fire Prevention Division	382-9158	【Fire prevention and related services】
			Intelligence Commandment Division	382-9156	【Provision of disaster information, emergency clinic information, mobilization commandment, and related services】
			Central Fire Station		【Settlement of disaster, including firefighting, rescue and related services】
				Headquarter (382-9165)	
				North Substation (378-0330)	
				West Substation (370-2119)	
				East Substation (371-0119)	
				East Substation (386-0119)	
		South Fire Station (382-7600)			
City Assembly - Chair Person - City Assembly Office		Proceedings Division (TEL 382-7600)	382-7600	【Services related to the city assembly including accounting and proceedings】	
City Election Committee - Chair Person		City Election Office (TEL 382-7001)	382-7001	【Management of elections and related services】	
City Auditors - Audit Commissioner		City Auditors Office (TEL 382-9000)	382-9000	【Regular audit, accounting inspection and related services for administrative services】	
Agricultural Committee - President		Agricultural Committee Office (TEL 382-9018)	382-9018	【Promotion of utilization/transfer of agricultural land and related services】	