Prince George's county — Office of Central Services

We Make Government Operations Operate Better For The Government

Office of Central Services

Jonathan R. Butler
Director
Vida Lawson (Daily Reporting)
Executive Administrative Aide

Leslie Jackson-Jenkins
Associate Director
(Legislative Liason and Policy Advisor)

Marion Brown-Flamer
Special Assistant to the Director

Bharath Kortagere
Associate Director (CIP unit)
Mikasha Wade
Adminstrative Aide

Michael W. Brown
Deputy Director
(Technical Services)

JP Bombardier
Deputy Director (Business Services)
Mary Ann Flynn, Administrative Aide / Catherine Moore, General Clerk

Eric Miller
Division Manager
Facilities Operations & Managem

Ensures ongoing operations of environmental and mechanical systems in County facilities.
Performs maintenance and repair functions in the following areas:
-Heating, ventilation & cooling
-Plumbing
-Electrical
-Exterior/interior structural frames
Renovations & space management.

3415 North Forestedge Road, Forestville, MD 20747
301-817-4340

Ikenna Udejiofor
Unit Manager
Real Estate/Land Acquisition

- Lease negotiation and management.
- Property acquisitions.
- Management, maintenance and disposal.
- Real property contract management.

1400 McCormick Drive, #326, Largo, MD 20774
301-883-6450

Richard Hilmer
Division Manager
Fleet Management Division

- Maintains, repairs and performs preventive maintenance on County-owned vehicles.
- Operates motor pool.
- Manages County's fuel system.
- Inspects and receives all new County vehicles.
- County Government Tag and Title services.

8019 Central Avenue, Capitol Heights, MD 20743
301-808-1731

John Butler
Division Manager
General Services Division

- Warehousing and delivery services.
- Inventory control.
- Mail and courier services.
- Graphic and reproduction services.
- Records management/archiving.
- Asset management.
- Confiscated vehicle management.
- Surplus property disposal.

7600 Jefferson Avenue, Landover, MD 20785
301-883-0330

Nicola Martin
Budget Manager
Budget & Finance Unit

Responsible for the coordination/ management of all the agency's funds.

Oversees divisional budget preparation and the implementation & adherence to perfromance-based management requirements.

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Vanessa Hood
Human Resources Manager
Human Resources Management Unit

Manages human resources needs for agency personnel and provides management support, pertaining to:
-Recruitment and hiring
-Training and development
-Payroll management
-Labor laws compliance
-Employee relations
-Disability/FMLA
-EEO

1400 McCormick Drive, #322, Largo, MD 20774
301-883-6450

Eboni Blair
Public Information Officer
Audio Visual Group

Plans, directs and coordinates agency's communications, marketing, press releases, brochures and publications.

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Daphne Jenkins
Audio Visual Specialist
Audio Visual Group

Provides graphic design and production, photography, reviewing and evaluating the audio visual, photographic design and printing requirements.

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Anthony Elekalachi
IT Project Coordinator
Information Technology Unit

Supports automation, process control, and technology applications for the agency.
Applications/systems include:
-Fuel management
-Fleet preventative maintenance
-Facilities management work orders
-Warehouse management and reporting system.

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