

MARYLAND INDUSTRIAL TRAINING PROGRAM

45 Calvert St.
Annapolis 21401 Telephone: 974-2631
(Relocation to Baltimore planned Nov. 1987)

The Maryland Industrial Training Program (MITP) seeks to enhance the growth and development of training programs for new and expanding industries locating in Maryland. To establish a new industry in the State or to expand an existing one requires a trained workforce to enable a company to become productive. The Maryland Industrial Training Program provides a tailored program designed to help recruit, select, and train personnel according to a company's needs and specifications. The Training Program may be used as an inducement to encourage plant location in the State as well as a tool for the retention of existing industries.

DIVISION OF ADMINISTRATION

Joseph D. Burruss, *Assistant Secretary*
1100 N. Eutaw St.
Baltimore 21201 Telephone: 333-7915

The Division of Administration was created as the result of the formation of the Department of Economic and Employment Development in 1987. The Division provides advice, guidance, and technical support to the Department's senior program directors and operating components in various areas of administrative management. It bears prime responsibility for developing Departmental budget proposals and projections.

The Division maintains fund accounts, administers personnel activities, and purchases and procures products and services required for Departmental activities. The Division also provides mailroom services, monitors the use of Departmental motor vehicles, and maintains liaison with building management to assure repair and upkeep of grounds and facilities. Requests for proposals and contract awards are reviewed by the Division for compliance with State purchasing regulations. Additionally, the Division coordinates data and word processing activities, operates the Department's central computer, and carries out Labor Market Information functions.