

CITY DEPARTMENT INFORMATION

Department	Main Functions	Contact Phone
Central Stores	Warehouse & inventory control	540-437-4400
City Manager's Office	Includes City Clerk, Economic Development, CDBG, Communications Director & City Attorney	540-432-7701
Commissioner of the Revenue's Office & Real Estate	Business licenses, personal property & special taxes; also real estate property records	540-432-7704 & 540-432-7795
Community Development	Building inspections, engineering, planning & zoning	540-432-7700
Harrisonburg-Rockingham Emergency Communication Center (HRECC)	Joint with Rockingham County; E-911 services	540-432-6190
Finance & Purchasing	AP/AR, financial reporting, budgets, procurement, insurance, risk management, etc.	540-432-7702 & 540-432-7794
Fire	Fire prevention & suppression; child safety seat technician; outreach & education; 4 Fire Stations	540-432-7703
General Properties	Facility maintenance for various City properties	540-432-0492
Human Resources	Attract, support, develop and retain diverse and productive workforce; manage benefits, service awards, etc.	540-432-8920
Information Technology (IT)	All technology in City including City website, PC support, etc.	540-432-7706

Department	Main Functions	Contact Phone
Parks & Recreation	Parks & facilities (i.e. skate park, dog park, pool, trails) & activities; also Heritage Oaks Golf Course	540-433-9168
Police	Property & evidence, school resource/DARE, animal control, criminal investigations, records, SWAT, Parking Services, etc.	540-437-2600
Public Transportation	City buses (school & transit), central garage & fleet management; includes print shop	540-432-0492
Public Utilities	Water & sewer services; Water Treatment Plant	540-434-9959
Public Works	Trash collection, recycling, maintain streets, traffic signals & signs, & transportation planning	540-434-5928
Registrar	Voter registration	540-432-7707
Tourism	Visitor services & gift shop	540-432-8935
Treasurer	Revenue & tax collection; dog tags	540-432-7705

PURCHASING OFFICE STAFF

Mr. Shane B. Smith
Procurement Manager

Ms. Nicole Robertson, CPPB
Procurement Specialist Sr. (part-time)



City of
Harrisonburg

Pocket Guide to Purchasing



For Vendors

Purchasing Office
Harrisonburg City Hall
409 South Main Street, 3rd Floor

Purchasing@harrisonburgva.gov

PH 540-432-7794

FAX 540-432-7779

