

# Main Services of Each Section

各課の主な事務内容 2007.4.1現在

P1 (2007.4.1)

Policy Manager(City Planning Manager)

政策監(まちづくり担当)

The supervision of the city planning administration

まちづくり行政の統轄

Policy Manager(Administrative and Financial Reform Manager)

政策監(行財政改革担当)

The supervision of the administrative and financial reform

行財政改革の統轄

Manager for Legal Compliance

法令遵守監察監

The supervision of legal compliance Instructions for dealing with undueclaim

法令遵守の状況を管理 不当要求行為等への対処を指導

Manager for Emergency

危機管理監

The supervision of emergency management

危機管理の統轄

*Public Office of the Mayor*

市長公室

Secretarial Section

秘書課

Mayor and deputy mayor's secretary Public relations Coordination of administration measures of the mayor's special missions

市長・助役の秘書 渉外 市長特命の行政施策の調整

Personnel Section

人事課

Staff personnel, training, organization management, office administration, wages and welfare

職員の人事・研修・組織管理・事務管理・給与・福利厚生

Public-relations Public Hearing Section

広報広聴課

Publishing Nara citizen news City homepage Guidance in a city hall Citizen consultation Coordination with communications

しみんだよりの発行 市ホームページ 庁内案内 市民相談 報道機関との連絡調整

Information-disclosure Section

情報公開課

Information release Personal information protection

情報公開 個人情報の保護

*Projects Department*

企画部

Policy Planning Section

企画政策課

General plans Promoting administrative reform Land planning Management of new city planning

Commemorative events of the 1300th anniversary of Nara Heijo-kyo Capital

Civic Participation in Planning Section

市民参画課

Citizen consultation Volunteer activities promotion

市民参画等による意見交換 ボランティア活動の推進

Volunteer Center

ボランティアセンター

Environmental Protection Section

環境保全課

Measures to remove water, air and noise pollutant, conservation of environment Water-purification plants

水質汚濁・大気・騒音等の環境保全対策 浄化槽

Environmental Examination Center

環境検査センター

Water and air pollution observation Drinking water examination

水質・大気汚染の常時監視 飲料水検査

Industrial Waste Section

産業廃棄物対策課

Industrial waste measures Automobile recycling

産業廃棄物対策 自動車リサイクル

*General Affairs Department*

総務部

Finance Section

財政課

Budget making and control of budget execution Audit by private auditing company Correspondence to city council

予算の編成・執行管理 外部監査 議会との対応

Documents Legislation Section

文書法制課

Documents management Regulations and laws' examination Statistics

文書管理 条例・規則等の審査 統計

Information Management Section

情報管理課

Electronic processing Promotion of information

電子計算機処理 情報化の推進

Property Management Section

管財課

Public property, main office building and car management Supplying goods

公有財産・本庁舎・車両の管理 物品の調達

Contract Section

監理課

Goods and construction bid Dealer registration

物品・工事等の入札 業者の指名登録

## Taxation Division

## 税務室

Civil Tax Section

市民税課

Property Tax Section

資産税課

Tax Payment Section

納税課

City tax, business tax and automobile tax rating Tax certification Issue of motor cycle sign

市民税・事業所税・軽自動車税等の賦課 税に関する諸証明 原動機付自転車等の標識交付

Property tax, city planning tax and special land holding tax rating

固定資産税・都市計画税・特別土地保有税の賦課

City tax levy Disposition for failure to pay

市税の徴収 滞納処分

## Citizen's Life Department

## 市民生活部

Citizen Affairs Section

市民課

Hospital Management Section

病院事業課

National Health Insurance and National Pension Section

国保年金課

Notification of family register and other details on residents' ledger Issuing full(extract)copy of family register and

residents' cards Seal registration Alien registration Residents indication

戸籍・住民基本台帳の各種届出 戸籍謄抄本・住民票の写し等の交付 印鑑登録 外国人登録 住居表示

Nara municipal hospital and other municipal medical office management

市立奈良病院・診療所の管理

National health insurance National pension Senior welfare pension

国民健康保険事業 国民年金 老齢福祉年金

## Citizen Safety Division

## 市民安全室

Crisis-Management Section

危機管理課

Regional Safety Section

地域安全課

Regional Activity Promotion Section

地域活動推進課

Coordinators for Community Relations (7)

地区調整員

Higashi-Terabayashi Branch Office

東寺林連絡所

Branch Offices (10)

連絡所 (10)

Disaster prevention meeting Disaster prevention measures Crisis management

防災会議 防災対策 危機管理

Local safety Crime prevention Traffic policy Road safety measures

地域安全 犯罪防止 交通施策 交通安全対策

Coordination among various organizations, such as residents' associations and support for their activities

自治会等各種団体との連絡調整、活動支援

Coordination among various organizations, such as residents' associations in the each area and support for their activities

担当区域の自治会等各種団体との連絡調整、活動支援

Notification of family register and other details on residents' ledger(in relays) Issuing full(extract)copy of family register and residents' cards City tax and national health insurance fee collection

戸籍や住民基本台帳の各種届出等の取次ぎ 戸籍謄抄本・住民票の写しの交付 市税・国民健康保険料等の収納

Notification of family register and other details on residents' ledger(in relays) Issuing full(extract)copy of family register and residents' cards City tax and national health insurance fee collection

戸籍や住民基本台帳の各種届出等の取次ぎ 戸籍謄抄本・住民票の写しの交付 市税・国民健康保険料等の収納

## Human Rights Promotion Division

## 人権文化推進室

Human Rights Promotion Section

人権推進課

Human Rights Enlightenment Center

人権啓発センター

Gender Equality Section

男女共同参画課

Human rights policy

人権施策

Human rights development

人権啓発

Promotion of formulation of a gender-equal society and enlightenment activities Consultation service for women

男女共同参画の推進・啓発 女性問題相談

## 保健福祉部

Welfare General Affairs Section  
福祉総務課  
Welfare Section for the Disabled  
障がい福祉課

Community welfare Permission, guidance and inspection concerning social welfare corporations Granting pension and other services Social workers for children  
地域福祉 社会福祉法人の許認可と指導監査 恩給等の援護事務 民生児童委員  
Welfare for the disabled Welfare for the handicapped  
身体障がい者福祉 知的障がい者福祉

## Child-care Support Division

## 子育て支援室

Child-care Support Section  
子育て課  
Nursery Section  
保育課  
After-School Care Section  
放課後児童施策課

Child welfare Maternal and child welfare Support child-rearing  
児童福祉 母子福祉 子育て推進  
Child care services planning and coordination  
保育事業の企画・調整  
After-school care services planning and coordination After-school care for schoolchildren (Bambi Home)  
放課後児童対策の企画及び調整 学童保育(バンビホーム)

Welfare Section for Medicial Payment  
福祉医療課  
Livelihood Protection Section  
保護課

Support of each medical expenses of a mentally and physically disabled person, an aged man, infants, and a fatherless family  
Medical benefits for elderly  
心身障害者・老人・乳幼児及び母子家庭の各医療費の助成 老人保健医療  
Livelihood protection Sick traveler Deceased traveler  
生活保護 行旅病人 行旅死亡人

## Longevity Society Division

## 長寿社会室

General Affairs Section for Long-term Care Insurance  
介護総務課  
Care Management Section  
介護福祉課  
Welfare Section for the Aged  
長寿福祉課

Preparation of welfare institutions for the aged No.1 insurance fee levy  
老人福祉施設の整備 第1号保険料の賦課徴収  
Certification of long-term care need Payment of elderly care insurance Care and support for the aged  
要介護等認定 介護保険給付 予防支援  
Golden age's welfare  
長寿福祉

## Public Health Center

## 保健所

Health General Affairs Section  
保健総務課  
Life Sanitation Section  
生活衛生課  
Health Protection Section  
保健予防課  
Health Promotion Section  
健康増進課

Medical matters Medicinal matters Food inspection  
医事 薬務 食品検査  
Life sanitation Food hygiene  
生活衛生 食品衛生  
Tuberculosis and infectious disease prevention Mental health Obstinate disease  
結核・感染症予防 精神保健 難病  
Mother and child health Adult health Vaccination  
母子保健 成人保健 予防接種

*Environmental Sanitation Department*

## 環境清美部

General Affairs Section

企画総務課

Sewage Disposal Center

衛生浄化センター

Facilities Section

施設課

Recycling Section

リサイクル推進課

Collection Section

収集課

Town Clean-up Promotion Section

まち美化推進課

Environmental Sanitation Factory

環境清美工場

Land Improvement Office

土地改良清美事務所

Narasaka Disposal Ground Management Office

奈良阪処分地管理事務所

General plans for waste disposal Waste disposal permission and supervision

一般廃棄物処理事業の総合計画 一般廃棄物処理業等の許可及び指導監督

Human waste treatment

し尿処理

Investigation and research of the renewal or the move of factories Maintenance of cleaning institutions

工場の移転更新の調査研究 清掃施設の整備

Collection of recycling resource and products

再生資源と再生利用品の収集

Household waste collection Collection of a large garbage

家庭ごみの収集 大型ごみの収集

Street waste collection Guidance for removal of weeds from vacant lots Town beautification patrol

町内清掃ごみの収集 空き地の雑草除去指導 美化パトロール

Waste mid-disposal

一般廃棄物の中間処分

Waste disposal reclamation

一般廃棄物の埋立処分

Waste disposal reclamation

一般廃棄物の埋立処分

*Tourism and Economic Affairs Department*

## 観光経済部

Culture and Tourism Division

文化観光室

Tourism Section

観光課

Culture and International Affairs Section

文化国際課

Commerce and Industry Management and Labor

Policy Section

商工労政課

Agriculture and Forestry Section

農林課

Tourism Tourist facilities Traditional events

観光 観光施設 伝統行事

Culture promotion Management of cultural facilities International exchange Domestic and foreign Friendship, Sister-city exchange

文化振興 文化施設の管理 国際交流 国内外友好・姉妹都市との交流

Commerce Industry Small and medium enterprises Traditional industrial arts Consumer protection Measurement Labor welfare

商業 鉱工業 中小企業 伝統工芸 消費者保護 計量 労働者福祉

Agriculture Stockbreeding Specialties Forestry Afforestation Protection of wildlife sanctuaries

農業 畜産 特産物 林業 治山 鳥獣保護

*City Maintenance Department*

## 都市整備部

City Planning Division

都市計画室

City Planning Section

都市計画課

JR Nara Station Area Development Office

JR奈良駅周辺開発事務所

Saidai-ji South Lot Development Office

西大寺南区画整理事務所

Parks and Green Spaces Section

公園緑地課

City planning Land readjustment project Urban redevelopment project Development and improvement project in urban residential area

都市計画 土地区画整理事業 市街地再開発事業 住宅市街地整備事業

JR Nara station area land readjustment project JR Nara station south lot specific land readjustment project

JR奈良駅周辺土地区画整理事業 JR奈良駅南特定土地区画整理事業

Kintetsu Saidai-ji station south lot readjustment project

近鉄西大寺駅南土地区画整理事業

Planning, execution, administration of parks and green spaces

公園及び緑地の設計、施工、管理

Town Planning Guidance Division

まちづくり指導室

Development Guidance Section

開発指導課

Building Guidance Section

建築指導課

Landscape Section

景観課

Permission of development and preparation of housing sites Development guidance

開発・宅地造成行為の許可 開発指導

Construction confirmation Construction guidance Construction recycle Promotion of seismic retrofitting

建築確認 建築指導 建設リサイクル 住宅の耐震改修促進

City landscape Outdoor advertising

都市景観 屋外広告物

Construction Department

建設部

Road Division

道路室

Civil Engineering Management Section

土木管理課

Road Maintenance Section

道路維持課

Public Works Management Center

土木管理センター

Road Construction Section

道路建設課

Management of land for roads, secondary rivers, city sewer system and other public ways Residential land development

道路・準用河川・都市下水道・法定外公共物等の用地管理 宅地造成事業

Maintenance and repair of roads and traffic safety facilities Street lights Administration of trees lining a street

道路・交通安全施設の維持補修 街路灯 街路樹の管理

Easy repair work of roads, bridges and rivers

道路・橋りょう・河川の軽易な補修工事

Construction of roads Acquisition and registration of the public common land

道路の建設 用地の取得・登記

Sewerage Division

下水道室

Sewerage Management Section

下水道管理課

Sewerage Construction Section

下水道建設課

Rivers Section

河川課

Sewerage maintenance Sewerage beneficial rates levy

公共下水道等の維持管理 下水道受益者負担金等の賦課徴収

Sewerage construction

公共下水道の建設

Repair and maintenance of rivers (including other public waterways)

河川(水路等の法定外公共物を含む)の改修・修繕

Construction Technical Management Section

技術管理課

Repairs Section

営繕課

Housing Supply Section

住宅課

Construction examination

工事等の検査

Construction and repair of city buildings and their incidental facilities

市建築物とその附帯施設の建設・修繕

Municipal house construction and maintenance Approval of specific high-quality housing supply plans

市営住宅等の建設・管理 特定優良賃貸住宅供給計画の認定等

*Seibu Branch Office*

西部出張所

General Affairs Section  
 庶務課  
 Residents Section  
 住民課  
 Life Welfare Section  
 生活福祉課

*Tobu Branch Office*

東部出張所

*Hokubu Branch Office*

北部出張所

*Tsukigase Administration Center*

月ヶ瀬行政センター

General Affairs Section  
 庶務課  
 Residents Section  
 住民課

*Tsuge Administration Center*

都祁行政センター

General Affairs Section  
 庶務課  
 Operations Section  
 業務課  
 Residents Section  
 住民課

*Accounts manager*

会計管理者

Accounting Section  
 会計課

Coordination among various organizations such as residents' associations  
 Notification of family register and other details on residents' ledger  
 Issuing extract copy of family register and residents' cards Seal registration  
 City tax and national health insurance fee collection Issuing city taxation certificates  
 National health insurance qualification  
 自治会等各種団体との連絡 戸籍・住民基本台帳の各種届出  
 戸籍謄抄本・住民票の写し等の交付 印鑑登録  
 市税・国民健康保険料等の収納 市税関係の証明書の交付  
 国民健康保険の資格取得・喪失

In addition to the business of the above-mentioned branch office,  
 promotion of local activities, simple water service and keeping cadaster maps  
 上記出張所の業務の他、地域の振興、簡易水道、地籍図の保管

Placement of coordinators for community relations in each branch office, the administration center  
 各出張所、行政センターに地区調整員を配置  
 Coordination among various organizations, such as residents' associations in each area and support for their activities  
 担当区域の自治会等各種団体との連絡調整、活動支援

Cash keeping Expenditure confirmation Account settlement Certificate stamps  
 現金等の出納保管 支出負担行為の確認 決算の調製 証紙

**Water Service Administrator (Head of Waterworks Bureau)**

水道事業管理者(水道局長)

Waterworks Bureau

水道局

*Operation Department*

## 業務部

Management Section

経営管理課

Information Management Room

情報管理室

General Affairs Section

総務課

Accounting Section

経理課

Water Rate and Customer Service Section

料金お客様課

Seibu Office

西部営業所

*Engineering Department*

## 技術部

Waterworks Section

配水課

Construction Inspection Section

工事検査室

Water Supply Section

給水課

Repair Section

漏水対策課

Construction Section

工務課

Tobu Project Promotion Section

東部管理課

The Water Purification Department

浄水場

Water Purification Section

浄水課

Water Quality Control Section

水質管理課

Fundamental business plans Water official report and statistics Financial administration

基本事業計画 水道の広報・統計 財政

Electronic processing Promotion of information

電子計算機処理 情報化の推進

Document keeping Organizational management Staff personnel

文書管理 組織管理 職員の人事

Accounting Construction bid Dealer registration

会計事務 工事請負等の入札 業者の指名登録

Water charge and sewage charge collection

水道料金・下水道使用料の徴収

West area water and sewage charge collection

西部地区の水道料金・下水道使用料の徴収

Water supply Water pipe maintenance Prior consultation of a development action

水道の配水 配水管の維持管理 開発行為の事前協議

Construction examination

工事等の検査

Contribution levy Waterworks construction business

分担金等の徴収 指定給水装置工事業務

Water leak prevention Hydrant maintenance Turbid water treatment, water pressure regulation and so on

漏水防止 消火栓の整備 濁水・出水不良等の対応

Construction payment collection Water pipe construction

工事負担金の徴収 配水管布設工事

East area water works maintenance

東部地域水道の維持管理

Filtration plant and dam construction management

浄水場・ダム施設の管理

Water-quality test Conservation of wellhead area

水質の試験 水源地域の保全

**Chief Fire Officer**  
消防長(消防局長)

**Fire Department**  
消防局

Fire Department The General Fire Department  
消防総務部

General Affairs Section

総務課

Personnel Section

職員課

Fire Department The Safety Living Department  
生活安全部

Emergency Preparedness Section

警防課

Emergency Rescue Section

救急救助課

Fire Prevention Section

予防課

Command Section

指令課

Central Fire Station

中央消防署

Nanbu Station House

南部分署

Minami Fire Station

南消防署

Nishi Fire Station

西消防署

Kita Fire Station

北消防署

Higashi Fire Station

東消防署

Tsukigase Station House

月ヶ瀬分署

Document keeping Fire official report and statistics Volunteer fire corps Fire fighters personnel

文書管理 消防の広報・統計 消防団 消防職員の人事教養

Welfare for the fire fighters Accounting

消防職員の福利厚生 経理

Security against disaster Area disaster prevention Flood prevention plans Fire equipment

災害の警備 地域防災 水防計画 消防装備の総括

Emergency rescue Communication between emergency medical care institution First aid education

救急救助 救急医療機関との連絡調整 応急手当普及啓発

Fire prevention Fire prevention of hazardous materials and buildings Preventative inspection Fire investigation

火災予防 危険物及び建築物の防火 予防査察 火災調査

Receiving reports of fire and flood, emergency and other disaster and call-out for fire fighters

水火災、救急、その他の災害の受報及び出動命令

Saho Station House

佐保分署

Saidai-ji Station House

西大寺分署

Tomio Branch Office

富雄出張所

Tobu Station House

東部分署

Fire prevention Preventative inspection Security against disaster Emergency rescue  
火災予防 予防査察 災害の警備 救急救助

**Board of Education**

教育委員会

**Superintendent of Education**

教育長

**Board of Education Office**

教育委員会事務局

General Education Department

教育総務部

Education Planning Section

教育企画課

General Affairs Section of Board of Education

教育総務課

School Affairs Section

学務課

School Education Affairs Section

学校教育課

Human Rights Education Section

人権教育推進室

Juvenile Guidance Center

少年指導センター

Lifelong Learning Department

生涯学習部

Lifelong Learning Section

生涯学習課

Cultural Assets Section

文化財課

Archaeological Cultural Properties Center

埋蔵文化財調査センター

Sports Section

スポーツ課

Library(Chuo, Seibu, Hokubu)

図書館(中央・西部・北部)

The comprehensive planning of education platform

教育施策の総合企画

Management of education office Staff personnel Staff training Staff welfare School accounting, maintenance and management School fee collection

事務局の組織管理 職員の人事・研修・福利厚生 学校の経理・維持管理 授業料等の徴収

School establishment School enrollment Support to school attendance Teachers personnel School lunch 学校の設置 児童・生徒の就学 就学援助 教職員の人事 学校給食

School education Teacher training Principal and director meeting Textbooks Health and physical education

School environment Japan calligraphy exhibition

学校教育 教員研修 校園長会 教科書 学校体育 学校保健 学校環境衛生 日本学書展

Providing advice on Human rights education administration

人権教育行政への指導・助言

Juvenile delinquency prevention Student guidance Wakaba class

少年非行防止 生徒指導 わかば教室

Lifelong Learning Adult education Juvenile education Home education

生涯学習 成人教育 青少年教育 家庭教育

Cultural assets conservation, promotion and fire prevention guidance City cultural assets designation Preservation of world heritage

文化財の保護・普及啓発 防火指導 市文化財の指定 世界遺産

Cultural artifacts research and excavation Conservation of archeological find

埋蔵文化財の発掘及び調査 出土品等の保存等

Sports facilities management Sports promotion

社会体育施設の管理 スポーツの振興

**Election Administration Commission****選挙管理委員会**

Secretariat of Election Administration Commission  
選挙管理委員会事務局

Election affairs Direct petition affairs Appointing jury candidates  
選挙事務 直接請求事務の管理 検察審査員候補者の選定

**Personnel Commission****公平委員会**

Secretariat of Personnel Commission  
公平委員会事務局

Review of the demand concerning staff working condition and of the unfair treatment of staff  
Compliant from staff and consultation  
職員の勤務条件に関する措置の要求の審査・措置  
職員に対する不利益処分の審査・措置 職員の苦情相談

**Audit Commission****監査委員**

Secretariat of Audit Commissioners  
監査委員事務局  
Auditor Section  
監査課

Administrative works inspection Treasurer examination Account audit  
事務事業の執行の監査 出納検査 決算の審査

**Agriculture Commission****農業委員会**

Secretariat of Agricultural Committee  
農業委員会事務局

Farmland property transference Conversion of agricultural land Farm pension  
農地の権利移動 農地転用 農業者年金

**Fixed Assets Evaluation Commission****固定資産評価審査委員会**

Fixed assets evaluation objection examination  
固定資産課税台帳に登録された事項に関する不服の審査決定

**City Council****市議会**

City Council Secretariat  
議会事務局

General Affairs Section  
庶務課  
Procedures Section  
議事課  
Research Section  
調査課

Chairman and vice-chairman secretary Document keeping Staff personnel and duty Accounting  
議長・副議長の秘書 文書管理 職員の人事・服務 経理  
Council and committee meeting affairs Petitions Proceedings of the council  
本会議・委員会の事務 請願書・陳情書の処理 会議録の調製  
Assembly examination and collecting data Official report  
議会の各種調査・資料収集 広報