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Office Hours: Monday-Friday, 8:00am-4:00pm
Phone: (610) 655-6227

The City of Reading's Department of Administrative Services was created in 2010 as the result of a referendum of the Citizens of Reading. The referendum combined the Departments of Human Resources and Finance, as well as several City operating divisions.

Our mission is to effectively deliver superior administrative services to our customers through the efforts of highly dedicated and professional staff committed to world class customer service and excellence in everything we do.

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