



DEPARTMENT: General Services

NATURE OF WORK:

Performs advanced managerial and professional work coordinating and supervising operations of the General Services Department. Work involves preparing and administering the departmental budget, directing and monitoring the development and implementation of short-term and long-range goals; and coordinating and evaluating the work of management, professional, and support staff. Work is performed under the executive direction of the County Administration.

ESSENTIAL JOB FUNCTIONS:

Serves as a member of the County Administrator's Executive Management Team.

Plans, organizes, and manages the operations of the General Services Department. Directs the operations of Fleet Maintenance, Facilities Management, Solid Waste/Recycling, Capital Improvements, and Contracts Administration.

Develops and administers the departmental budget in accordance with program goals and objectives.

Establishes, reviews, and updates departmental procedures and standards for work.

Directs and monitors the implementation of short-term and long-range goals and objectives.

Selects, develops, and supervises management and professional staff and through them other department employees.

Directs the completion of special projects as assigned by the County Administrator. Prepares or directs the preparation of periodic and special reports including needs assessments, grant proposals, and other special reports, as directed.

Represents the Department in dealings with the Board of Supervisors, administration, outside organizations, the news media, and the public.

Receives and responds to requests, inquiries, or complaints from the public and internal customers pertaining to departmental staff, services or programs; confers with those affected and addresses as appropriate.

Attends training to enhance and maintain knowledge of trends and developments in the fields of construction and maintenance administration.

Plans and directs development and communication of information designed to keep community informed of projects and services of the department; makes presentations before various boards and commissions.

Disseminates official information within area of responsibility to County employees and the public.

Serves on various committees and task forces as directed by the County Administrator; attends various meetings as County representative; networks with fellow professionals.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates telephone, computer keyboard, copier, fax, calculator, and other office equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of trends, development issues, and theories of general services management.

Thorough knowledge of management practices.

Ability to supervise supervisory, professional, and clerical staff.

Ability to lead teams and facilitate groups.

Ability to make sound decisions.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with employees, department heads, County officials, and representatives from the private sector or other jurisdictions, and the public.

MINIMUM QUALIFICATIONS:

Bachelor's degree in business or public administration or a related field; Master's degree preferred, and extensive experience in local and/or other government agency administration, which shall have included supervisory experience; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

Date: June 2004
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