

CLASS SPECIFICATION FOR
Deputy Director of General Services

GENERAL STATEMENT OF DUTIES: Assists the Director of General Services in planning, supervising, and delivery of services provided to all agencies in the County General Government and Schools; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform management and administrative tasks involving the day-to-day operation and long-range planning for the agency and assist the Director with: the development, operations, and maintenance of physical facilities; food services; the security of buildings, grounds, and other county property; and the operations and maintenance of communications systems and infrastructure. The incumbent demonstrates extensive knowledge of regulatory, practical and operational aspects related areas of assignment. Considerable judgment, initiative and administrative ability is demonstrated in managing these programs which serve County agencies. Administrative policy guidelines and general instructions are received from the Director of General Services. General management and supervision is exercised over the work for assigned sections of General Services.

EXAMPLES OF WORK (illustrative only):

- Plans, directs, coordinates, administers activities assigned to General Services;
- Oversees the activities of assigned functional divisions ensuring effective operations;
- Instructs and directs the work of chief subordinates and through them other departmental employees;
- Assists in the preparation and management of the operating and capital budgets of the department;
- Confers with department heads and key officials relative to assigned responsibilities;
- Plans and supervises the physical facilities development programs;
- Oversees the operation and maintenance of administrative buildings and grounds and security thereof;
- Oversees the operation and maintenance of the communications infrastructure, including two-way radio and telephone systems;
- Interviews vendors, salespersons, and agency heads concerning the purchase of supplies and equipment, or services;
- Analyzes bids and makes recommendations for acceptance;
- Oversees an employee cafeteria;
- Supervises the utilities accounting for electricity and communications services;
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of theories and practices of sound public administration with emphasis in the fields of contract management, construction management, building security, buildings and grounds management or communications systems; extensive knowledge of business methods, current developments and sources of information, in the assigned areas of responsibilities; ability to coordinate and direct various types of support services needed by departments and to deliver such services through one central department; ability to work cooperatively with other subordinates, vendors and other County agencies; considerable knowledge of the laws relating to the functioning of General Services; demonstrated ability to effectively administer and coordinate complex functions; proven ability to plan, organize and direct the work of subordinate employees in specialized areas; ability to communicate clearly both orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in architecture, engineering, business, public administration, or a related field and six (6) years of progressively responsible related administrative experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.