



CLASS SPECIFICATION FOR
Director of General Services

GENERAL STATEMENT OF DUTIES: Plans, supervises, and is responsible for the delivery of assigned support and administrative services assigned to all agencies in the County General Government and Schools; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is strong administrative work involving contract and construction management, buildings and grounds maintenance, automotive maintenance, physical facilities development, buildings and grounds security, and property management. In addition, the incumbent has the responsibility for the procurement and distribution of goods, materials, and services on a centralized basis for all County agencies, offices and schools and is responsible for risk management, safety, employee cafeteria, communications systems (telephone, CATV) mail room, print shop and records management. Considerable judgment, initiative and administrative ability is demonstrated in managing these programs which serve County departments and offices. Administrative policy guidelines and general instructions are received from the Deputy County Manager for Administration. General management and supervision is exercised over the work for all sections of General Services.

EXAMPLES OF WORK (illustrative only):

- Plans, directs, coordinates, administers and controls activities assigned to General Services;
- Selects, instructs and directs the work of chief subordinates and through them other departmental employees;
- Directs the preparation and management of the budget of the department;
- Confers with department heads and key officials relative to construction programs, building security needs, buildings and grounds maintenance, automotive maintenance, and motor pool and property management;
- Directs the operations of a centralized motor pool;
- Plans and supervises the physical facilities development programs;
- Directs the operation and maintenance of administrative buildings and grounds and security thereof;
- Oversees the operation of the central automotive maintenance facility;
- Interviews vendors, salespersons, and agency heads concerning the purchase of supplies and equipment;
- Cooperatively with user agencies, drafts and supervises the drafting of specifications for all major commodities purchased;
- Analyzes bids and makes recommendations for acceptance;
- Drafts, negotiates and makes contracts with vendors;
- Oversees a program of risk management for insurance purposes;
- Oversees a County-wide employee safety program;
- Serves as the County Manager's designee in all CATV related matters;
- Oversees an employee cafeteria;
- Establishes and oversees central records-management policies;
- Oversees the operation of the central mail room and print shop;
- Supervises the utilities accounting for electricity and communications services;
- Drafts policy/reviews procurement legislation and advises County Manager and Board of Supervisors of developments and changes;
- Ensures compliance of purchasing activities with State and County legislation;
- 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 and automotive maintenance; extensive knowledge of business methods, markets and purchasing practices; ability to coordinate and direct various types of support services needed by departments and to deliver such services through one central office; 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 general engineering, business, public administration, or a related field and eight (8) years of progressively responsible related administrative experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.