

Deputy Director of General Services

Definition:

Under direction, plans, organizes, and directs the operation of a group of divisions and/or smaller organizational units within the General Services Department.

Distinguishing Characteristics:

This class reports directly to the Director of General Services and is responsible for directing the operations of a group of divisions and other organizational units within the General Services Department.

Essential Functions:

1. Plans, organizes and directs the work of assigned organization elements (divisions, other units) of the General Services Department.
2. Coordinates with, consults and directs the heads of those organizational elements to promote maximum efficiency.
3. Develops policies and practices that improve operations of assigned divisions and units.
4. Collaborates with executive management, peers, other county departments, outside agencies, a variety of public and private groups and community organizations on matters related to department functions; serve as staff on boards, commissions, and committees.
5. Confers with the director, division managers, and administrative staff regarding policies, procedures, personnel and staff development, fiscal and administrative matters.
6. Formulates and implements rates and financing methodologies.
7. Assists in the preparation and administration of the departmental budget with specific responsibility for the budget of assigned organizational elements.
8. Prepares and reviews correspondence, reports and other materials.
9. Makes recommendations on a wide variety of personnel and administrative matters.
10. May act for the Director in Director's absence or when directed to do so.

Employment Standards:

Education: A Bachelor's Degree from an accredited college or university in public administration, business administration, construction management, engineering (civil, environmental, electrical, or mechanical), parks/recreation administration, environmental science/studies, aviation management or a related field; Master's Degree in related field preferred AND

Experience: Two (2) years of progressively responsible management experience in facilities operations, capital projects management, public administration, parks/recreation administration, and/or airport management.

Knowledge of:

- Principles of public administration, organization, and management
- Policies and procedures
- Personnel management practices, including supervision, selection, training and discipline
- Methods and procedures involved in conducting analytical studies of administrative and management practices, methods and procedures
- Methods and procedures of fiscal management, including inter-service funds and enterprise funds, work authorizations and debt service
- Principles of management and enforcement of conditions of a variety of contracts
- Organization and functional structure of the County
- Process and procedures of County budget preparation, review and control

Ability to:

- Coordinate, plan, organize and direct the work of others in a diverse organization of multiple divisions having unique areas of responsibility and financed through differing budgetary funding methodologies
- Analyze, prepare and/or supervise the preparation of budgets and budget requests
- Analyze legislation
- Interpret and/or develop regulations, rules, specifications, policies and laws
- Supervise and evaluate the work of others
- Establish and maintain working relationships with other managers and staff, including other agencies, and departments at the local, State and Federal level, as well as the general public
- Address groups of people
- Prepare comprehensive reports and correspondence
- Communicate clearly and concisely orally and in writing

Environmental & Functional Factors:

Incumbents in this classification are expected to work closely with others, inside buildings and under volatile conditions; to lift and carry objects weighing up to 25 pounds; to move about; to sit for long periods of time; to work irregular hours; to drive a car.

Medical Class:

This class includes administrative or clerical positions requiring light physical effort, which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds. Some bending, stooping, and/or squatting may be required. Considerable walking may be involved.