

COUNTY OF SOLANO
(DIRECTOR OF GENERAL SERVICES)

DEFINITION

Under administrative direction, plans, organizes and directs the General Services Division of the County Administrator's Office.

DISTINGUISHING OR CLASS CHARACTERISTICS

This is a single position class characterized by the responsibility to plan, organize and direct the activities of the General Services Division including Facilities and Property Management, Parks, Garage, Building and Grounds Maintenance, Purchasing, Duplicating and Mail Services, and Communications.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Plans, organizes and directs the County's General Services function through subordinate division managers and supervisors including a central communications operations; purchasing activities; building and grounds maintenance; garage; duplicating; mail services; facilities and property management.
2. Plans short and long range goals and objectives for the General Services Department.
3. Maintains control over production of a large, diverse work force; reviews and mediates personnel problems and consults with personnel representatives in the resolution of such; designs and implements systems to encourage productive behavior and recognize exceptional performance.
4. Coordinates preparation of annual budget requests from each division and submits consolidated budget requests for the department; maintains cost controls and continuously evaluates budget expenditures and revenues through division heads.
5. Selects, supervises and evaluates the performance of division chiefs within the department; meets with division heads to plan and determine necessary program changes; directs operational changes to increase effectiveness and efficiency of operations.
6. Makes oral presentations to the Board of Supervises, citizens groups, other organizations, and interested persons.
7. May be assigned additional managerial or administrative duties by the County Administrator, may serve on committees to address County-wide concerns.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

Progressively responsible experience as a line manager or staff administrator which required the coordination of diversified and complex operations, support services or programs.

KNOWLEDGE/SKILLS/ABILITIES

Extensive knowledge of

Extensive knowledge of the principles and effective practices of administration and organization; public administration including budgeting, program planning/evaluation and supervision.

Working knowledge of principles and practices of personnel management and training; finance and budgeting procedures as they affect an operating department; contract procedures.

Some knowledge of local government organization and operation; principles and practices of centralized purchasing; building engineering and design, facilities management, data processing system; communications systems.

Ability to plan, organize and direct general services programs; understand, interpret and explain laws, regulations and policies governing general services operations; develop and implement operational policies and procedures; identify and analyze administrative problems and implement changes; make decisions and independent judgments; communicate effectively both verbally and in writing; understand department objectives in relation to County goals and procedures; demonstrate tact and diplomacy; collect and analyze data to establish/identify needs and evaluate departmental effectiveness; draw logical conclusions and make appropriate recommendations; develop goals and objectives; prepare budgets, funding proposals, narrative and statistical reports; comply with laws, regulations and professional practices governing program services and operations; secure cooperation and teamwork among professional and/or support staff; understand and analyze expenditure reports, maintain accurate records and document actions taken; interview people to initiate personnel actions or services provided; organize and prioritize work assignments; project consequences of decisions; determine and evaluate levels of achievement and performance; interpret political and administrative direction and incorporate it into operational policy and procedure; maintain confidentiality of information; recognize and respect limit of authority and

KNOWLEDGE/SKILLS/ABILITIES (continued)

responsibility; work effectively with others who have objectives counter to assigned role; establish and maintain cooperative working relationships; determines the appropriate course of action in emergency or stressful situations; effectively delegate responsibility and authority to others.

SPECIAL REQUIREMENTS

Possession of a valid Class III California Driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Karla Taylor
Department Head

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