

GENERAL SERVICES DIRECTOR

DEFINITION OF WORK

Under general supervision, performs complex professional and administrative work in managing the City's general operational services; performs other related work as required.

EXAMPLES OF WORK

Reports to the Assistant City Manager/Administration and oversees the operations of the Fleet Services Department, Property Maintenance Department, Print Services, Mail Services, and Central Warehouse. Fleet responsibilities include acting as contract administrator for the managed competition operating agreement between Fleet maintenance employees and the City, which includes fuel management, procurement and disposal of all City vehicles, and overseeing Fleet's computer information system. Responsibilities also include emphasis on evaluating the operations of property maintenance, print services, mail services, and Central Warehouse to ensure that they are providing a superior level of service at market competitive prices; evaluates requests for bids, monitors contracts; performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in business or public administration or related field; extensive experience in municipal or business operations management.

Knowledge, Skills, and Abilities: Thorough knowledge of all phases of municipal operations to include facility/property and fleet management; good analytical and problem solving skills; excellent leadership skills; considerable knowledge of the legal and regulatory requirements of the local, state and federal jurisdictions; ability to plan, coordinate, and complete several projects simultaneously; ability to research, analyze, and present complex information orally and in formal written reports; excellent interpersonal/communication skills; ability to embrace change and implement new ideas and programs; ability to foster a cooperative work environment between employees and customers.