

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	GENERAL SERVICES DIRECTOR
DEPARTMENT:	GENERAL SERVICES
REPORTS TO:	COUNTY ADMINISTRATOR

CLASS CODE: 0138
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Directs and supervises the operations, budget and staff of the General Services department; provides a variety of technical expertise. The work consists of complex and responsible managerial duties within a major County department.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Administers, directs and supervises the operations, activities and staff of the department, including purchasing, building and grounds maintenance, and fleet maintenance.

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Develops and recommends operating budget for the department annually; monitors and administers approved budget.

Develops, communicates, and monitors policies, procedures, and standards for the department; recommends improvement when necessary.

Reviews operating policies, procedures, and techniques to determine effectiveness.

Coordinates activities of the department with other County departments and outside agencies.

Confers with management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Participates in, and serves as a member of, a variety of committees and groups.

Advises County Administrator and Board of Supervisors on issues concerning departmental activities and functions.

Participates in the development and implementation of the annual capital improvement plan.

Coordinates the assimilation of legal documents for contracts.

Advertises and opens bids for public work projects.

Negotiates contracts for lease, rental and lease-purchase of real and personal property.

Directs the competitive bidding process and purchases major assets.

Manages the County's telecommunication and microwave radio systems.

Manages accruals and appropriations to and from vehicle replacement funds.

Manages the purchasing functions of the County.

Directs the distribution and/or sale of surplus real and personal property.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Calculator

Computer

General Office Equipment

Forklift

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Public Administration, Business Administration, or a related field; and,

Six or more years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Public Purchasing Certificate (desirable)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Public contracting and government purchasing regulations, policies, and procedures.

Applicable state, federal and local ordinances, laws, rules and regulations.

Standard business arithmetic, including percentages and decimals.

Basic budgetary principles and practices.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using mathematics.

Communicating clearly and effectively, both orally and in writing.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to plan, organize, and direct the work of subordinate staff.

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to interpret a variety of technical instructions with abstract and/or concrete variables.

While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, speak and hear, and lift and/or move up to 10 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 25 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

While performing the essential functions of this position the employee is occasionally exposed to work near moving mechanical parts.

The incumbent's working conditions are typically quiet.

file: gensvodr.08811

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.