

COUNTY OF SOLANO
CLASS SPECIFICATION
DEPUTY DIRECTOR OF GENERAL SERVICES

CLASS SUMMARY:

The Deputy Director of General Services assists the Director of General Services in managing the operations of the County's General Services Department through the supervision of subordinate supervisory, professional, technical, and support staff. The incumbent assists in planning, organizing, and providing high-level oversight and administration of Department operations and functions associated with capital projects management, procurement and purchasing, facilities management, real estate support services, fleet operations, and administration of the Nut Tree Airport. Responsibilities may focus on a particular departmental function or area (such as administrative services) and/or may include managerial oversight of one or more the General Services Divisions. As a member of the Department's executive management team, the incumbent participates in the development and implementation of Department and countywide policies, procedures and initiatives.

DISTINGUISHING CHARACTERISTICS:

The Deputy Director of General Services is distinguished from the:

- **Director of General Services** class, which describes broader, more comprehensive responsibility for planning, organizing, and directing all departmental activities under the general direction of the County Administrator and/or Assistant County Administrator.

ESSENTIAL DUTIES: This class specification represents the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Manages and directs assigned operations and activities within the Department of General Services; helps plan, organize, implement and evaluate a variety of broad administrative and operational functions; ensures that assigned staff activities and operations comply with various local, State and Federal laws and regulations; acts in the absence of the Director of General Services as required.
- Oversees and/or coordinates budgetary, organizational, legislative, employee relations and other administrative functions within the Department; helps develop, review, analyze and implement the Department budget and makes budgetary projections; oversees the preparation of annual budget requests and periodic financial reporting/monitoring for multiple budget funds; manages various Departmental financial activities.
- Assists with the development and implementation of functional and operating policies, procedures, and processes associated with the Division's in the Department.
- Assists the Director in defining and implementing strategies to minimize organizational redundancy, effectively utilize facilities, preserve County assets, and maximize the County's return on investments.

- Helps develop and instill a customer service focused organizational culture that ensures County departments receive responsive and efficient support services; helps ensure that the highest standards of service are maintained by the Department.
- Collaborates/confers/informs elected officials, the County Administrator, and other governmental agencies regarding operational/project issues; responds to members of the public and the media.
- Supervises and directs the work of subordinate managers, supervisors, and other staff; provides first level review of performance evaluations; recommends and implements disciplinary actions as necessary; and directs activities related to staff selection, training, professional development, and performance evaluation.
- Participates in the development, oversight, implementation, monitoring, and evaluation of short and long-range strategic plans and operational goals, standards, and objectives; helps monitor and evaluate operational performance; recommends corrective actions to ensure compliance with approved performance objectives.
- Reviews and analyzes financial, statistical, and narrative reports; composes correspondence, program documentation, policies, procedures and other written materials; recommends and/or initiates responses and actions as appropriate.
- Analyzes the impact of legislation and regulations on assigned administrative or operational functions and provides input and recommendations to the Director; manages the implementation of various service and support programs.
- Manages and performs special projects and studies.
- Performs other duties of a similar nature and level as assigned.

EDUCATION, TRAINING AND/OR EXPERIENCE :

- Bachelor's Degree in business administration, public administration, finance, or a closely related field; **AND** three years of progressively responsible management and supervisory experience in a public agency, which included program planning, analysis and evaluation, budget management and policy development, personnel management, performance evaluation, and training.

LICENSING/CERTIFICATION REQUIREMENTS:

A valid State of California driver's license, Class C or higher, may be required.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- General principles and practices of public management and administration
- Principles and practices of public sector personnel management and supervision
- Budget development and administration principles and practices; accounting procedures, costing methodologies, fee determination, and cost reimbursement strategies
- Applicable Federal, State, and local laws, codes, ordinances, rules and regulations
- Program and project development and management
- General government support processes and procedures
- Automated information processing and database information systems as applied to general government processes
- Contract management principles and practices
- Statistical methods and report presentation techniques
- Technological trends and implications related to assigned areas of responsibility

Skills in:

- Oversight and evaluation of individual employees and work units
- Directing work consistent with goals and priorities
- Using a computer and related software applications
- Response to critical and sensitive issues and events
- Managing multiple priorities
- Analyzing and developing policies and procedures
- Interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals
- Analyzing, interpreting, and understanding technical and statistical information
- Communicating effectively, both orally and in writing to a wide variety of audiences; making public presentations

- Planning, analyzing, and evaluating programs and services, operational needs, fiscal constraints, and resources
- Preparing clear, concise, and comprehensive reports, records, correspondence, and other written materials
- Establishing and maintaining effective working relationships

ADA REQUIREMENTS:

Positions in this class typically require reaching, fingering, talking, hearing, seeing, and repetitive motions.

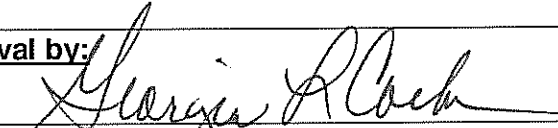
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects, including the human body. Sedentary Work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

OTHER REQUIREMENTS:

Independent travel

Work outside of normal business hours

Approval by:


Georgia Cochran
Interim Director Human Resources

6/15/11
Date

Class History Information:

BOS Adopted	Revised	Retitled	Class Code	Sal Plan/BU	OT Code
06/28/2011	N/A	N/A	187090	061	05