

COUNTY OF SOLANO

ASSISTANT DIRECTOR OF GENERAL SERVICES

Effective Date of Revision: 4/25/19

Est. 9/95

CLASS SUMMARY

Under administrative direction, incumbents in the class of Assistant Director of General Services, plans, organizes and manages the activities of the General Services Department; serves as a member of the Department's senior management team.

DISTINGUISHING CHARACTERISTICS

This is a single position class characterized by the responsibility for planning, organizing and managing the activities of the General Services Department through subordinate managers and supervisors, ensuring the delivery of services in compliance with County rules, regulations and policies.

This class is distinguished from the:

- **Director of General Services** in that the latter is the Department Head, responsible for all Department programs and activities.

SUPERVISION RECEIVED AND EXERCISED:

- Receives administrative direction from the Director of General Services.
- Exercises supervision over subordinate managers and supervisors.

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

1. Assists the Department Head in planning, coordinating and managing the day-to-day activities of the General Services Department. Assists in the formulation of department goals and procedures; ensures the delivery of mandated and other services in compliance with local, state and federal regulations.
2. Assists the Department Head in evaluating the operational performance of assigned sections within the General Services Department; reviews work methods and inter/intra departmental procedures to ensure effective work flow and compliance with established policy; develops, interprets and communicates application of policies and operational procedures; reviews correspondence, regulations and legislation to determine necessary operational changes.
3. Prepares, reviews and evaluates proposals, studies, audits, specifications and equipment relating to the various Divisional usage policies; advises sections and County Departments on methods and equipment available to reduce costs and consumption; recommends acquisition of equipment or other cost efficiencies; researches alternative sources and solutions.

ESSENTIAL DUTIES (Continued)

4. Acts as a consultant to section heads on policy and procedures development; prepares a variety of Divisional reports; reviews legislation for impact on County operations; represents the County in meetings, seminars and acts as a liaison with citizen groups and advisory boards; prepares project budgets and determines financing methods; researches and applies for grants, rebates and other funding sources for any Divisional related projects.
5. Assists the Director in developing emergency plans, mutual aid, hazard mitigation and preparedness; coordinates providers of emergency services and equipment in Solano County during all natural and/or man-made emergencies and disasters; manages response and recovery operations to control and mitigate damage resulting from disasters; coordinates plans and programs with local, state and federal organizations.
6. Supervises subordinate personnel; confers with subordinates to review and monitor operations, employee performance and other administrative matters; mediates operational and personnel conflicts; consults with other management staff to resolve conflicts and/or concerns as needed participates in hiring and evaluating staff.
7. Coordinates the preparation of the annual budget and capital improvement plans; gathers information and prepare reports relative to projected costs of existing and proposed programs; monitors expenditures for adherence to anticipated expenditure and/or cost overruns; reviews and takes action on monthly reports, preparation of quarterly reports, reduction plans, program improvements, budgeting controls and other financial analysis.
8. Conducts special cost effectiveness or operational studies within the Department; evaluates effectiveness of operations and improvement of services; may be assigned additional administrative and/or supervisory responsibilities; may act on behalf of the Director of General Services.

EDUCATION AND/OR EXPERIENCE

Education:

Graduation from an accredited college or university with a Bachelor's degree preferably in business management or administration, public administration, engineering or a closely related field.

AND

Experience:

Five years of management and supervisory experience in a public agency preferably in those areas commonly associated with general services functions such as Facilities Operations (Building Maintenance, Custodial, and Grounds Maintenance), Capital Project Management, Fleet Management, Airport, Central Services (Purchasing, Surplus, Mail delivery, and Records Management), Real Estate/Property Management, and Administrative Support.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of:

- principles and practices of management, budgeting and personnel administration; effective organizational and operational methods and systems; effective managerial and supervisory techniques in a public service organization.

Considerable knowledge of:

- General Services or Public Works operations; emergency services functions, rules, laws and regulations; energy management methods, techniques and accepted practices; principles and practices of budgeting, supervision and administration.

Working knowledge of:

- data processing; contract and grant preparation and administration including development of procedures to assure compliance and conformity with the terms of the contract/grant.

Skill and /or Ability to:

- plan, organize and direct the work of staff
- evaluate department policy, practices and procedures; define problem areas
- recommend solutions to improve department operations
- select, train and evaluate subordinate supervisors
- understand, interpret and explain laws and regulations pertaining to departmental operations and administration, emergency services and energy management
- formulate, promote and implement a variety of disaster planning and emergency services plans and programs
- make referrals to local and regional providers of social, medical and/or other specialized services needed in the event of a disaster
- identify, analyze and implement solutions to a variety of administrative and fiscal problems
- communicate and interact in situations requiring instruction and persuasion
- establish and maintain effective working relationships with a variety of organizations and individuals
- prepare clear and concise reports on complex or detailed fiscal and other matters relating to administration, emergency services and energy management
- develop program objectives and evaluate procedures; understand departmental objectives in relation to County goals
- collect and analyze data to establish/identify needs and evaluate program effectiveness; research regulations, procedures and/or technical reference materials
- prepare budgets, funding proposals, and narrative and statistical reports
- secure cooperation and teamwork among professional and support staff
- understand and analyze budget and expenditure reports; project the consequences of decisions
- develop policy and incorporate same into operational policy and procedures
- recognize and respect limit of authority and responsibility
- work effectively with others who have objectives counter to assigned role
- effectively delegate responsibility and authority to others
- make decisions and independent judgments

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License

PHYSICAL REQUIREMENTS:

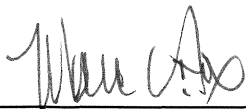
- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling -- Sedentary Work:** Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer screen, read, etc. Positions in this class also requires employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- While most work will be in an office setting, visits to outdoor worksites will require an employee in this class to occasionally work outside and be subject to a variety of weather conditions.
- Employees in this class may be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- **Independent Travel:** Incumbents may be required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- **Hours of Work:** Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.



Director of Human Resources

- Date Approved by the Director of Human Resources: 4/25/19
- Established: 9/1995
- Date(s) Revised: 4/22/19
- Class Code: 187030