THE OPPORTUNITY

Wake County, North Carolina offers an outstanding opportunity for experienced General Services professional who will enjoy a professional challenge and an unbeatable quality of life.

The next General Services Director will enjoy a quality of life defined by natural beauty, a pleasant climate and a vibrant mix of cultural and recreational amenities. Offering a diverse culture, abundant natural resources and strong economy, Wake County is known nationally as a great place to live, work and play and has consistently received accolades from publications such as Money, Fortune and Time magazines.

WAKE COUNTY

Centrally located in the Triangle area of North Carolina’s Piedmont region and home to Raleigh, the state’s capital city, Wake County is one of the fastest growing areas in the nation and the second-most populous county in the state, with approximately 1.1 million residents.

While typically recognized for its stability, prosperity and growth, Wake County also boasts unique neighborhoods and communities steeped in history and tradition, as well as a blend of diverse people from around the world. A unique mix of urban centers and rural small towns, the region is home to all the amenities of big-city life without the high cost of living.

The Wake County Public School System is the largest district in North Carolina and the 16th largest in the country, with 171 schools serving more than 160,000 students. More than 15 institutes of higher education are located in the Triangle region, including internationally renowned Duke University and the University of North Carolina at Chapel Hill. North Carolina State University, located in west Raleigh, is one of the nation’s premier research institutions and a national leader in engineering, architecture, biotechnology and veterinary medicine.

Wake County’s central location makes it easy for residents to enjoy the mild weather and natural beauty for which North Carolina is known. A four-hour drive west offers the spectacular Blue Ridge and Great Smoky Mountains, while the state’s pristine beaches, including the famed Outer Banks, are just three hours east. For those traveling a bit further, Wake County is conveniently served by interstates 40 and 85, and provides easy access to Raleigh-Durham International Airport, which offers more than 400 departures each day.

With opportunities for recreation, culture, athletics and leisure around every corner, Wake County offers something for everyone. The county is home to the North Carolina Symphony, the North Carolina Museums of Art, History, and Natural Sciences, Marbles Children’s Museum and its IMAX® Theaters, music associations, and performing arts theaters. Wake County is also home to professional and amateur sports teams, including the Carolina Hurricanes (NHL), North Carolina FC (NASL) and Carolina Mudcats, as well as Atlantic Coast Conference college athletics. Recreation enthusiasts will find plenty of options, including hundreds of parks and nature terrains, greenways and fitness trails, numerous lakes and rivers, and award-winning golf courses.
THE ORGANIZATION

Wake County is governed by a seven-member Board of Commissioners, which is responsible for enacting policies such as adopting the annual budget, setting the property tax rate and land use and zoning regulation. The Commission also determines the County’s strategic goals and objectives. The Commission appoints the County Manager, who is responsible for the day-to-day operation of all County departments and agencies. The County’s FY17 operating budget is $1.26 billion.

Wake County’s 4,000 employees enjoy competitive salaries, comprehensive benefits, generous paid leave, investment in professional development, and a balance of work and family life. We offer a diverse selection of benefits to choose from, allowing employees to customize their benefits package to meet their family’s unique needs. Our comprehensive benefits package and wellness programs are the rewards that go beyond the paycheck, and include:

- Two on-site Employee Health Centers
- Choice of medical, dental and vision plans
- Participation in the Local Government Employees Retirement System (LGERS)
- 5% Employer Contribution to NC 401k
- Life Insurance
- Voluntary Benefits such as accident, critical illness and hospital indemnity insurance
- Telemedicine
- Employee Assistance Program offering social, emotional, financial and legal support

The County also offers a generous paid leave program that includes sick, annual, community service, parental, military and bereavement leave.

These benefits, along with our award-winning wellness programs, set us apart as an employer of choice and affirm our commitment to supporting employees and their families, both inside and outside of work. Learn more about Wake County Government’s benefit options at wakegov.com/employment/benefits.

THE GENERAL SERVICES DEPARTMENT

Wake County’s General Services Department includes the core businesses of: facility management, fleet management, general government services, safe & security, and criminal justice support. The core functions are management by the following operating divisions: physical plant, facility & field services, fleet operations, safety & security and administration. Staff in these divisions include approximately 150 county employees and more than 300 contract staff to support 24/7 operations. The divisions are responsible for more than 5 million square feet of complex building inventory including courthouses (50 courtrooms), jails (2,000 beds), public health/clinical facilities, EMS/Fire stations, parks, libraries, and museums/theaters/stadium. County fleet operations provide asset, service and fuel management for more than 1,000 vehicles ranging from sedans to ambulances to large emergency support vehicles. The department manages an annual operating budget of $50 million and a 7-year capital plan of more than $50 million.

Visit us at wakegov.com/employment to learn more.
THE POSITION

Wake County, North Carolina offers an outstanding opportunity for experienced, visionary professional to lead and direct the County’s facility, fleet, safety & security services. Reporting to the Chief Operating Officer, this position serves as the department head for the General Services Department while providing leadership, direction and strategy on the future needs of the county within the departments’ areas of responsibility. The Director of General Services administers, on behalf of the County Manager, policies that govern: Safety, Security and Loss Prevention Policy, Courthouse Security Policy and General Screening Procedures, Facility Use Policy, Corporate Facility Plan, Energy Conservation and Management Policy, Minor CIP Policy, Public Use Facilities Database Policy, County Parking Policy, and the Corporate Fleet Plan.

The Director of General Services is responsible for developing high-quality business strategies and plans while ensuring their alignment with short-term and long-term Board of Commissioners’ goals and objectives. Additionally, this position serves as the primary liaison between Wake County and the North Carolina 10th Judicial District’s Elected Officials (Resident Superior Court Judge, Chief District Court Judge, District Attorney, and Clerk of Court) relating to facilities, furnishings, and space planning as well as providing support for criminal justice planning and jail diversion programs.

Key Responsibilities:

- Management of core county-wide functions including: life safety systems and processes, space standards and programming, official building records, facility modifications, security, utilities and fleet management
- Collaborating with all County departments in addressing facility operational needs in a timely and responsible manner
- Serving as professional staff to Energy Commission charged with informing County energy-related policies. Providing energy reports on existing facilities, research, plan, define and implement various energy strategies and projects governed by the Wake County Energy Design Guidelines
- Working closely with County Facilities Design and Construction regarding capital maintenance and facility planning
- Ensuring compliance with ADA rules by serving as the County’s ADA coordinator
- Participating as one of three principle departments in the County’s Risk Management program
- Championing best practices while promoting continuous and innovative improvement

Key Capabilities:

- Results-driven, forward-thinking and a creative/innovative problem-solver
- Demonstrated collaboration and consensus building skills as both a team leader and team member.
- Ability to work in a fast-paced environment
- Dedicated commitment to public service
- Ability to develop and maintain positive working relationships at all levels inside and outside the organization. Possess high ethical standards and integrity
- Ability to lead and operate in a dynamic environment with high expectations for both producing work and managing others
- Ability to clearly articulate expectations, hold others accountable, and listen effectively while being honest, open and transparent. Highly effective communicator, both oral and written
- Ability to translate complex issues into easily understandable concepts for a variety of audiences
QUALIFICATIONS

The successful candidate must possess a bachelor’s degree in Public Administration, Business Administration, Engineering, or a closely-related field. Additionally, candidate will have at least eight (8) years of experience in facility management and operations.

A master’s degree in Public Administration, Business Administration or a closely-related field is strongly preferred.

COMPENSATION

The expected hiring range for the General Services Director is $130,000 to $170,000, depending on qualifications, plus a comprehensive benefit package.

THE RECRUITMENT PROCESS

If you are confident you have what it takes to join our team, we encourage you to apply online at wakegov.com/employment.

For more information, contact Anza Harker at anza.harker@wakegov.com or 919-856-6101.