

Classification Title: Deputy GSA Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Serve as a Deputy Director charged with administering the General Services Administration department which includes facilities management, criminal justice support and general government services. Lead the Divisions consisting of the Physical Plant, Central Services, Field Services and Fleet services.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Supports the functions and daily activities of facilities management, fleet management, criminal justice and general government.
2	L	Developes and refines the GSA Core Business Plan, Corporate Plans, cost allocation, and customer service through business process anaylsis, techonology, and business administration
3	L	Manages department budget. Plans and implements department web portal and internet presence. Migrates conventional data tools and technologies to a web environment. Determines scheduling for facilities needs and departmental moves, implements security systems and approves vehicle replacements.
4	L	Works with countywide representatives to insure that corporate handoffs occur between departmental data systems and corporate data systems. Plans and implements core buildings control life cycle upgrades in detention, administrative security and building control systems.
		Oversees the service side of GSA including Portfolio Management, Housekeeping, Utilities, Security, Mail and Courier, Reprographics, Parking and Criminal Justice Support, represented in the Administration, Central Services and Fleet Divisions

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Business Administration, Public Administration, Facility Management or related field.
Experience	Six years experience in business or facility management and/or building technology.

Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Advanced
Math	Advanced

CLASSIFICATION REQUIREMENTS	
Writing	Intermediate
Managerial	Receives Broad Direction.
Budget Responsibility	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for Countywide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse

Wake Count

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Depuy GSA Director**

Outdoors (see 1 below)	Other (see 2 below)
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(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.