

Classification Title: General Services Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Directs the activities of the General Services Administration department that includes the core businesses: facility management, fleet management, criminal justice support and general government services. The operating divisions include the physical plant, central services and field services and fleet operations.

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	Administers the corporate facility plan through the divisions for space planning in existing facilities, financial budgeting and forecasting, facility portfolio management, facilities operations which include maintenance and repair, environmental, life and safety (including disaster emergencies) and negotiates and approves annual leases for the County. Sets policy regarding corporate facility information and changes to county facilities.
2	L	Administers the corporate fleet plan. Sets policy and direction for fleet management and ensures the fleet plan is executed, vehicle replacements adhere to replacement schedules and environmental impact is reduced.
3	L	Works with internal County departments, external organizations, and elected officials regarding facilities, furnishings, space planning and alterations and repairs. Serves as the county's landlord. Negotiates and administers contracts. Liaison to the 10 th Judicial District and staff to the Wake County Energy Advisory Commission.
4	S	Maintains information and provides administrative reports, presentations and responses to committees, task forces, elected officials and the public.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Public Administration, Business Administration or related field.
Experience	Eight years experience in facilities or construction management.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Advanced
Math	Advanced
Writing	Intermediate
Managerial	Receives Broad Direction.
Budget Responsibility	Has responsibility for the final approval of at least one departmental budget and presents the budget(s) to County Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department in order to effect corporate values and goals.
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
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.