



CITY OF CITRUS HEIGHTS

GENERAL SERVICES DIRECTOR

DEFINITION

To plan, organize, direct and review the activities and operations of the General Services Department including engineering, transportation, solid waste and recycling, animal control, storm water and drainage, transit services, fleet, inspections, facilities, grounds and related maintenance; to provide funding and contract management; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

DISTINGUISHING CHARACTERISTICS

The Director level recognizes classes with full responsibility for the administration of a City department.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct supervision over assigned management, supervisory, professional, technical and administrative support personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Develop, plan and implement General Services Department goals and objectives; recommend and administer policies and procedures.

Coordinate General Service Department's activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Council and relevant boards and commissions; and, prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the General Service Department's work plan; assign work activities, projects and programs; and, monitor workflow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the General Services budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; estimate anticipated annual revenues and ensure proper collection; and, implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; and, maintain discipline and high standards necessary for the efficient and professional operation of the General Services Department.

Represent the General Services Department to outside groups and organizations; participate in outside community and professional groups and committees; and, provide technical assistance as necessary.

Oversee and direct City engineering services and capital improvement projects, including traffic engineering and control, construction service contracts, and related public works projects.

Oversee and direct general maintenance; oversee transportation development and inspection in the public right of way; maintain buildings, grounds, landscaping, and City fleet; oversee transportation maintenance contract; and, oversee transit services program and related functions.

Oversee and manage storm water and drainage services and capital drainage programs; public inspection and related functions.

Manage special grants and funding programs to provide neighborhood and community services; act as chief negotiator for General Services related contracts; and, oversee and monitor related contract services including DBE contracts and grants.

Oversee regulatory requirements; coordinate with federal, state and local agencies; and, monitor and ensure compliance on all affected programs and projects.

Oversee specialized initiatives such as the City volunteer program; recycling program; clean air and alternative fuel programs; and other special projects and services as assigned.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and maintenance of capital improvement projects.

Principles and practices of civil engineering including drainage systems.

Principles and practices of traffic management.

Principles and practices of building, grounds and landscape management.

Principles and practices of fleet management.

Management of transit system services operations.

Principles and practices of environmental management as related to clean air, fuel and recycling.

Methods and techniques of approved construction.

Principles and practices of contract management and regulatory compliance.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of public speaking and presentations.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Ability to:

Plan, direct and control the administration and operations of the General Services department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding the desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

Develop and implement General Services Department policies and procedures.

Review, coordinate and oversee capital improvement, engineering, drainage, transportation, maintenance and other related programs and projects and related functions to ensure all legal compliance with regulatory requirements.

Demonstrate political acumen; deal positively with confrontation and controversial issues; and, facilitate community participatory decision making to resolution.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer departmental budget and expenditures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply City policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned personnel.

Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.

Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Work with various cultural and ethnic groups in a tactful and effective manner.

Establish and maintain effective working relationships with those contacted in the course of work.

Operate a personal computer with proficiency and familiarity.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Seven years of increasingly responsible experience in civil engineering, traffic systems, construction or maintenance including four years of administrative and management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, public administration or a related field. A Master's degree in a related field is highly desirable.

License or Certificate:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

Equal Opportunity Employer

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.

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FLSA:	Exempt
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