

**CLASS SPECIFICATION FOR**  
**Assistant Director of General Services**

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**GENERAL STATEMENT OF DUTIES:** Assists the Director of General Services in the administration of the agency, overseeing the activities of Support Services; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs a wide range of duties in assisting the Director of General Services in the day-to-day operations and long-range planning for the agency. The incumbent is assigned to head Support Services and demonstrates an extensive knowledge of the particular practical, theoretical, regulatory, and operational aspects that govern the area of assignment, including County purchasing management, records management, central automotive maintenance, food service and related administration.) The incumbent receives policy direction and general supervision from the Director of General Services, and may serve as acting director in his/her absence.

**EXAMPLES OF WORK** (illustrative only):

- Reviews proposed operating budgets for all divisions and submits them to Director;
- Oversees the activities of the County purchasing function, ensuring that all purchasing is handled effectively, and in accordance with applicable state and local legislative requirements;
- Serves on selection committees to evaluate bidders for services and contracts, and oversees the negotiation and preparation of contracts;
- Provides policy guidance and direction to automotive fleet management in the procurement and maintenance of automotive equipment, and ensures the development and implementation of replacement schedules for automotive equipment;
- Monitors purchase prices of automotive equipment and petroleum products, and reviews prepared specifications for purchases to ensure consistent standards;
- Provides policy guidance and direction to records management to ensure the effective delivery of mail room, print shop, copy center, micrographic and central records services;
- Establishes and monitors performance and program indicators for delivered services to ensure efficiency and responsiveness to agency users' needs;
- Provides policy guidance and direction to food services, monitoring costs and price schedules to ensure competitive pricing and efficient operations;
- Reviews operating budgets prepared by all divisions and submits them to Director;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Extensive knowledge of the principles and practices of administration, operations and management as relate to the areas of functional assignment; extensive knowledge of current developments and sources of information in the area of assignment; skill in leading and supervising others, considerable knowledgeable of modern office administration; ability to establish and maintain harmonious and effective working relationships with subordinates, other County agencies, vendors and contractors; skill in negotiation; ability to communicate effectively, both orally and in writing; ability to collect and analyze data, and to use it effectively in short- and long-range planning; good fiscal management skills; good professional judgement.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree in public or business and five (5) years of progressively responsible work experience in support services administration, including two (2) years in a supervisory capacity, OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.