



CITY OF CAMARILLO

**Assistant Director,
General Services**

**Job Code: 305
FLSA: Exempt**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Assists in planning, directing, managing, and overseeing the activities and operations of the General Services Department including information systems, telecommunications, audio/visual, facilities, and fleet services and activities; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to Director, General Services; and serves as acting Director, General Services as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists the Director, General Services in managing the services and activities of the General Services Department including information systems, telecommunications, audio/visual, facilities, and fleet programs and functions.
2. Directs and oversees the work of designated functions of the department including Geographic Information Systems and GIS staff; administers the quarterly GIS update to ensure accuracy, timeliness, and modification to existing procedures; oversees all updates and modifications to the land management portion of the City-wide financial system.
3. Participates in managing the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
4. Participates in establishing appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Plans, directs, and coordinates, through subordinate level staff, the work plan for assigned General Services Department functions and activities; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
7. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; participates in the implementation of discipline and termination procedures.
8. Participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.

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9. Provides staff assistance to the Director, General Services; prepares and presents staff reports and other necessary correspondence.
10. Represents the General Services Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
11. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
12. Participates on and/or serves as staff to various internal and external committees, boards, and task forces; represents the Department to the community, professional groups, the media and other external entities.
13. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to internal support services including information technology, property management, and fleet management; incorporates new developments as appropriate.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
15. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of an internal support services program area including information systems, telecommunications, audio/visual, facilities, and fleet services and activities.
- Advanced principles and practices utilized in the various program areas of assignment.
- Information technology systems, principles, and best practices; current software applications, database administration, and server technology.
- Property and environmental management principles and practices.
- Fleet management principles and practices.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Recent developments, current literature, and sources of information related to assigned programs and services.
- Advanced methods and techniques of effective technical and administrative report preparation and presentation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Assist in managing and directing a comprehensive internal support services program area including information systems, telecommunications, audio/visual, facilities, and fleet services programs and operations.
- Assist in developing and administering departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Research, analyze, and evaluate new service delivery methods and techniques.

Assess user department needs, set priorities and allocate staff to most effectively meet such needs in a timely manner.
Select, supervise, train, and evaluate staff.
Plan, organize, direct, and coordinate the work of lower level staff.
Delegate authority and responsibility.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Prepare clear and concise technical, administrative, and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable federal, state, and local policies, laws, and regulations.
Identify and respond to sensitive community and organizational issues, concerns, and needs.
Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Gain cooperation through discussion and persuasion.
Work under pressure, handle significant problems and tasks that arise simultaneously and/or unexpectedly.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, computer science, or a related field.

Experience:

Six years of increasingly responsible professional experience in government administration or other field directly related to area of assignment including three years of program management and supervisory experience.

License or Certificate:

Possession of a valid California driver's license at a level appropriate to the equipment operated.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.