



**COUNTY OF MADERA**  
invites applications for the position of:

## **Division Director of General Services**

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<b>SALARY:</b>	\$52.14 - \$63.37 Hourly \$9,037.37 - \$10,984.98 Monthly \$108,448.42 - \$131,819.74 Annually
<b>OPENING DATE:</b>	10/26/21
<b>CLOSING DATE:</b>	11/16/21 05:00 PM
<b>POSITION:</b>	

Under general direction of the Deputy County Administrative Officer, directs, plans, organizes, and coordinates multiple functional areas of the General Services Division of County Administration, including those related to capital projects, construction services, building and parks maintenance and facility operations, and fleet services.

### **SUPERVISION EXERCISED**

Exercises direct supervision over supervisory and maintenance staff.

### **EXAMPLES OF DUTIES:**

Plans, organizes, directs, and coordinates the programs, activities, and operations of the County's General Services Division, which may include capital projects, facilities, property management, parks and grounds, utilities/energy efficiencies, fleet services, or other centralized services; oversees the County-wide facilities management program, preventative maintenance programs and energy management programs.

- Oversees the County's capital improvement plan projects; establishes other project priorities; recommends and submits projects to the County Administrative Officer or designee for inclusion in departmental budgets, estimates and requisitions needed materials and supplies; and provides technical assistance and instruction to building and grounds maintenance crews to obtain maximum utilization of personnel, equipment and materials.
- Direct the preparation of requests for proposals, evaluates bids and negotiates contract agreements; works to assist departments and staff to select consultants and develop plans for facility remodels, major construction projects, and parks development; oversee the establishment and maintenance of an automated inventory control program for each division; ensure that the division completes work within established policies and procedures, safety standards and time commitments.
- Consult and coordinate with other departments, other agencies and user groups concerning building and fleet maintenance and repair and capital improvement acquisitions, providing direction for major facilities remodeling and construction projects; works closely with internal customers and outside agencies, and vendors to ensure the repair and maintenance of the fleet is consistent with industry standards for quality, cost, and timeliness.

- Oversees the coordination of the County's Americans with Disabilities Act compliance activities as it relates to access to County facilities, grounds and recreational areas; receives, investigates and recommends resolutions to access issues.
- Ensures that subordinate staff is advised of departmental, County and other policies and procedures and that such policies and procedures are followed; confers with staff of divisions on fiscal, administrative support, personnel and safety issues; understands and is conversant with complex political issues and political strategies; makes decisions on personnel matters including, hiring, performance evaluations, safety and skills training, labor relations and disciplinary actions within the respective division.
- Through subordinate managers, provides construction management and inspection, and technical engineering services to various departments of the County; through subordinate managers, designated agencies and districts; ensures the effectiveness of division personnel through assigning, supervising, evaluating, disciplining, and training staff; participates in the interviewing and selection of staff and recommends appointment; maintains cooperative working relationships with other County departments, government officials, subordinate staff, and the general public.
- Provides direction to budget requests of subordinate managers; determines recommended level of service needs, and monitors expenditures; participates in, reviews, and controls budget preparation, expenditures and revenues; analyze and evaluate the effectiveness of existing operations and implement improvements in departmental services; review program funding needs and direct and participate in the formulation, preparation and presentation of the departmental budgets
- Presents reports and board agenda items to the Board of Supervisors, administrators, staff, and the public; attends local, state, regional and federal conferences, workshops, meetings, and training seminars to maintain current in areas of responsibility.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the county.
- Stays current with job related knowledge by attending professional conferences and in-service education programs, as well as by reviewing information obtained from Department memoranda, staff meetings and professional publications to attain and maintain job-related knowledge and skills and determine the impact of developments and change on providing service excellence.

#### **OTHER RELATED DUTIES**

- May represent the department on task forces, committees, or projects; represents the department to the public, community organizations, and other government agencies.
- May be assigned disaster service worker responsibilities as directed.
- Performs other job-related duties as required.

### **EMPLOYMENT STANDARDS / MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Principles and practices of management and organizational theory, including planning, organizational design, business finance, business development, project management, and organizational effectiveness.
- Principles and practices of construction, maintenance, and repair needs of buildings, and related facilities; tools, materials, and methods employed in carpentry, painting, electrical, plumbing, heating and refrigeration; laws and regulations pertaining to the construction, remodeling, and maintenance of buildings and related facilities; electrical supply, HVAC systems, fire alarm systems; and energy management techniques.
- Principles of public contracting for construction and professional services.
- Principles and practices of organizational analysis and management; budget procedures and techniques.
- Principles of effective supervision, training, and performance evaluation.
- Principles and methods utilized to cost labor, equipment and materials for jobs; OSHA and CalOSHA safety requirements; safe work practices.

- Principles of management necessary to plan, analyze, develop, direct, and evaluate facilities-related programs, and create and implement policies.
- Methodology and techniques to develop and evaluate projects, plans, and specifications.
- Principles and practices of sound business communication including proper English usage, grammar, spelling and punctuation.
- Basic principles and practices of organizational improvement and culture change.
- Safety policies and safe work practices applicable to the work being performed.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendar, presentation, and database programs.
- Standard office practices and procedures, and the operations of standard office equipment.

**Skill to:**

- Exercise sound judgment and make appropriate decisions in stressful situations and analyze and adapt to new situations quickly.
- Plan and organize work to meet established timelines and department schedules.
- Utilize word processing, spreadsheets, email, online calendaring, and industry specific programs.
- Perform mathematical calculations.
- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding a variety of procedures.
- Utilize facilities computer systems, mobile devices and equipment.
- Operate a motor vehicle safely.

**Ability to:**

- Read, interpret, and prepare building plans, specifications, and working sketches.
- Supervise, train, and evaluate the work of assigned staff.
- Plan, direct, and supervise the work of others; apply effective leadership and employee supervision principles and practices.
- Develop and maintain cooperative relationships with a wide variety of stakeholders, such as public and private agencies, other governmental organizations, the general public, and the media.
- Be politically sensitive to challenges and opportunities related to inter-governmental relationships and potentially competing financial and strategic priorities. Formulate an effective program of building preventive maintenance.
- Accurately estimate amounts of labor and materials necessary for building and grounds maintenance projects.
- Maintain accurate records and prepare clear and concise reporting.
- Effectively communicate orally and in writing.
- Prepare clear, concise, and comprehensive correspondence, reports, studies and other written materials.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of board members, administrators, staff and the community.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Establish and maintain effective working relationships with management, staff, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.
- Follow workplace safety policies and procedures; properly use personal protective equipment as directed and trained.
- Consult with and coordinate work of other County personnel, contractors, subcontractors, consultants, architects and engineers regarding building projects, plans, specifications, and cost estimates.
- Understand, interpret and apply provisions of State or Federal Legislation, local rules and regulations pertinent to the administration of programs, services and policies to the Division and Department.

**Education and Experience**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education/Training and Experience:**

Graduation from an accredited college or university with a bachelor's degree in business or public administration, or a closely related field, and five (5) years of increasingly responsible administrative and/or managerial experience in government or business relevant to the essential functions of the position OR a master's degree in business or public administration and three (3) years of the stated experience.

Qualifying experience would typically include responsibility for planning and coordinating services such as property management, operation and maintenance of buildings, grounds and public facilities, design and construction of projects, fleet management, budget development and administration, personnel administration or responsibility for administration in a general services organization.

Experience in a General Services Department of a public jurisdiction is highly desirable.

**License or Certificate:**

Possession of, or ability to obtain, a valid California driver's license and the ability to maintain insurability under the County's vehicle insurance program.

**Physical and Psychological Demands**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, employees will stand and walk for extended periods; walk over rough or uneven surfaces; occasionally push, pull, lift and carry heavy objects weighing up to 25 pounds; bend, stoop and kneel; use manual dexterity to safely operate power equipment; operate motorized equipment and vehicles, including a truck and electric cart to travel to various locations in the county.

**Psychological Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve basic problems; use basic math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with interruptions; and interact with county staff, other organizations and the public.

**WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works primarily in an indoor environment with limited exposure to inclement weather during travel to and from assigned work areas. The employee works while wearing personal protection gear and is exposed to fumes from commercial cleaning products, noise from vacuums and other cleaning equipment, toxic or caustic chemicals, biological hazards and loud or prolonged noise from equipment.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

**APPLICATION PROCESS:**

The application review process will include screening to ensure applications are complete and meet all minimum qualifications. In addition to the application, the applicant is required to complete the Supplemental Questions to further evaluate their education, training and experience relative to the required knowledge, skills and abilities for the position. Applicants must submit answers that are as complete as possible.

Only qualified applicants who pass the minimum qualifications review, will be invited to the examination process which may be administered by a written examination, oral interview, or any combination of qualifications appraisal determined by the Department of Human Resources to be appropriate. The Department of Human Resources will make reasonable accommodation in the examination process for disabled applicants. If you have an accommodation request, please indicate such on your application.

Depending upon the number of applicants meeting the minimum qualifications, applicants may be scheduled for one or more of the assessments listed below. Of those passing the initial assessment, only the top 15 will move forward to the appraisal panel. Passing score is 70% out of 100% on each assessment section. If only one assessment is conducted, the weight for that assessment will be 100%.

**THE WRITTEN (20%) AND APPRAISAL PANEL (80%) IS TENTATIVELY SCHEDULED FOR WEDNESDAY, DECEMBER 8, 2021.**

To move forward in the application process, you must complete an online application through our website <https://www.governmentjobs.com/careers/maderacountyca>. Please attach a copy of your unofficial transcripts (indicating when degree was awarded), licenses, and certificates to your application or your application may be considered incomplete. Resumes may be uploaded but cannot be used in place of a completed application.

For an open recruitment, applicants claiming veteran's preference must submit a copy of their DD-214 form along with the application. Candidates who attain ranking on an eligible list and are involuntarily called to active duty may be considered for eligibility reinstatement upon their return.

**PLACEMENT ON THE ELIGIBLE LIST:**

The Civil Service Commission may limit the number of qualified applicants eligible to participate in the examination process. If two or more candidates have the same total final score on an examination, they shall be ranked in order of their scores in that portion of the examination which has the greatest weight. The names of two or more eligibles having final ratings which are identical shall be grouped on the eligible list as tie names with equal rank for certification and appointment purposes.

Candidates who are successful in all phases of the examination process will be placed on an eligible list, in rank order based on a calculation of their total score from the examination process. The eligible list established by this recruitment will be active for a minimum of six (6) months or one (1) year, unless otherwise determined by the Director pursuant to section 6-4 (b) and may be extended for up to an additional year by the Commission.

**PRE-EMPLOYMENT MEDICAL REQUIREMENTS:**

As a condition of employment with the County of Madera, a candidate must submit to a Tuberculosis (TB) screening, and related follow up testing as necessary. Designated classifications\* are also subject to a medical examination, which includes a review of medical history. TB screenings and medical exams are administered by the Madera County Public Health Department and/or health care professional designated by the County.

Designated classifications required to submit to an employment medical examination generally include those that are physical in nature or as may be required by law. If you have any questions about the pre-employment requirements, please contact the Department of Human Resources at (559) 675-7705 or [hr@maderacounty.com](mailto:hr@maderacounty.com).

**ELIGIBILITY FOR EMPLOYMENT:**

You will be required to submit verification of your identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment.

As a condition of employment, all prospective employees shall be required to be fingerprinted.

### TO APPLY:

Website: [www.maderacounty.com](http://www.maderacounty.com)  
 Department of Human Resources  
 200 W. 4th Street, 4th Floor, Madera California 93637  
 Phone: 559.675.7705  
 TDD Phone: 559.675.8970  
 24-Hour Job Line: 559.675.7697

### EQUAL EMPLOYMENT OPPORTUNITY

Madera County does not discriminate on the basis of race, color, religion, sex, gender, gender identity, gender expression, transgender status, national origin, age, disability (physical or mental), medical condition, pregnancy, genetic information, ancestry, marital status, sexual orientation, veteran or military status, political affiliation, or any other basis protected by Federal or State law.

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#### Equal Employment Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.maderacounty.com>

200 W. 4th Street  
 Madera, CA 93637  
 559.675.7705

[hr@maderacounty.com](mailto:hr@maderacounty.com)

Position #2021-00367  
 DIVISION DIRECTOR OF GENERAL SERVICES  
 RM

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### Division Director of General Services Supplemental Questionnaire

- \* 1. (MQ) Please select the level of education you possess in business or public administration, or a closely related field:
    - Formal or informal education equivalent to the completion of the twelfth grade
    - Associate's degree
    - Bachelor's degree
    - Master's degree or higher
  - \* 2. (MQ) Please select the years of increasingly responsible administrative and/or managerial experience in government or business that you possess:
    - Less than three (3) years' experience
    - Three (3) to less than five (5) years' experience.
    - Five (5) to less than seven (7) years' experience.
    - Seven (7) to less than nine (9) years' experience.
    - Nine (9) or more years' experience.
  - \* 3. (MR) Do you possess experience in a General Services Department of a public jurisdiction?
    - Yes
    - No
- \* Required Question