



COUNTY OF WARREN, VIRGINIA GENERAL SERVICES DIRECTOR

Warren County (est. pop. 40,000), covering 219 sq. miles located in the northern Shenandoah Valley, is seeking highly motivated and experienced candidates with strong leadership skills for the position of **General Services Director**. Warren County is known for its prime location; scenic beauty; tourist attractions such as the Skyline Drive, Skyline Caverns, and the Shenandoah River; proximity to numerous colleges and universities; strong public school system; and its diverse economy and workforce.

General Description of Work:

This position performs complex professional and administrative work overseeing general services operations to include buildings and grounds, capital improvement projects, and grant applications and administration. Supervision is exercised over a department of currently nine (9) full-time employees and four (4) part-time employees. Responsibilities include planning, organizing, and directing the operation, maintenance, and repair of public buildings and facilities and custodial services; participating and/or coordinating the planning of major capital improvement projects; assisting and coordinating alterations and/or new construction projects; supervising and overseeing grant processes to include research, application, administration, execution, compliance, and monitoring of various grants; preparing reports, notices, resolutions, agenda items, and press releases; serving on a variety of committees as assigned; handling personnel and public information matters; developing and overseeing annual department budget; etc.

Education and Experience:

Successful candidate must possess ability to establish and maintain productive and harmonious relationships with local, state, and federal officials, associates, community partners, contractors, media, and citizens; comprehensive knowledge of principles, practices, and techniques of management administration and planning and of the organization, function, and methods of county government; thorough knowledge of federal and state programs and related grant applications and administration. Any combination of education and experience equivalent to graduation from an accredited college or university with major coursework in public administration or related field required with considerable experience in federal and state grant administration, project management, and public facilities maintenance. Salary range is \$71,633.02 - \$108,998.14, DOQ, with an excellent benefits package. Beginning salary is negotiable based on qualifications and experience.



How to Apply:

To be considered for this position, please submit a cover letter, detailed resume including career accomplishments and salary history, a completed Warren County Employment Application, and five professional references to: Warren County, ATTN: Jodi Saffelle, Human Resources Director, 220 North Commerce Avenue, Suite 100, Front Royal, VA, 22630, or by email to jsaffelle@warrencountyva.net. Telephone is (540) 636-4600. Warren County's Employment Application and job description is available on the County's website at www.warrencountyva.net. Applications will be accepted until the vacancy is filled. Application reviews will begin January 15, 2021. Warren County is an Equal Opportunity Employer.