

Assistant Director of General Services

General Services

Salary Range: \$87,950 - \$149,515

Deadline: 11:59 p.m. July 10, 2022

Chesterfield County Government is seeking an Assistant Director of General Services. The duties include leadership, financial and strategic planning, contract, and personnel management. Direct responsibility for several of the divisions/major programs of General Services and back-up responsibility for all divisions which include Airport, Administration, Facilities Maintenance, Facilities Construction, Fleet Management, Waste and Resource Recovery/Environmental, Radio Shop, Energy Management and Security Management. Responsible for efficient and effective delivery of support, administrative and logistical services to all agencies in the county government and selected agencies within Chesterfield County Public Schools. Continual analysis and interpretation of data with the ability to plan, develop and implement various projects. Perform other work as required. Successful candidate will possess a bachelor's degree in public administration, business, general engineering or a related field and minimum of six years of progressively responsible experience in a related public sector management role; three years of supervisory experience and/or experience providing work direction/project management, preferably for employees working in diverse disciplines, is required; or an equivalent combination of training and experience. Previous General Services and/or Public Works experience preferred. Excellent interpersonal, oral, and written communication skills. Extensive knowledge of theories and practices of sound public administration with emphasis in one or more of the following fields: construction management, buildings and grounds management, automotive maintenance; emergency communications systems maintenance, airport operations, building security, facility energy management. Superior project management skills, and the ability to coordinate and direct various types of support services needed by departments. Demonstrated ability to effectively administer and coordinate complex functions. Proven ability to prioritize, plan, organize and direct the work of employees in specialized/technical areas and actively engage a wide range of stakeholders. Position requires the ability to be on-site managing department activities during time of inclement weather and/or natural disaster. **Current valid driver's license and good driving record required. Based on the Virginia DMV point system, record must not reflect a total of more than six demerit points within the twenty-four months preceding the anticipated hire date, or one major violation of six demerit points within the preceding thirty-six months. Out of state driving records must be obtained by applicant and presented at time of interview. Records must reflect at least three years of history and be dated within thirty days of interview date. Pre-employment drug testing, FBI criminal background check and education/degree verification required.** A Chesterfield County application is required and must be submitted online by deadline. Visit chesterfield.gov/careers to view instructions and to complete and submit an application. (804) 748-1551.

An Equal Opportunity Employer Committed to Workforce Diversity, Equity, and Inclusion