

## Assistant Director General Services

\$90,985 / year or higher DOQ + [Full-Time County Benefits](#).

James City County's General Services Department seeks an individual to perform high level professional work requiring management, supervisor, and analytical skills as well as knowledge of General Services' programs and operations. Assists General Services Director in the management and administration of the General Services Department.

### Responsibilities:

- Provides effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing, and assigning work, and related activities.
- Conducts and supervises a wide variety of CIP and special projects including policy analysis and development, facility utilization, and customer service enhancement.
- Assists in planning, organizing, and managing the General Services Department operations and maintenance including Fleet and Equipment, Facilities, Grounds and Custodial Services.
- Assists in the development of the budget for; reviews and recommends requests for changes in base budget; coordinates budget control and monitoring processes; assists division directors in managing budgets; develops and maintains service contracts.
- Represents and analyzes data and information related to the programs and activities of the divisions managed; assists in the development and monitoring of the implementation of short-term and long-range goals and objectives; coordinates productivity improvement, performance measurement, and innovation programs.
- Represents the General Services Director on various occasions and serves on a variety of internal and external committees, acts in the absence of the General Services Director.

### Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree in public or business administration; extensive management in local government or related field including considerable supervisory experience.
- Must possess or be able to obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of management and supervisory practices; developing and monitoring budgets; facilities operations and engineering concepts.
- Skill in the use of computer software, especially Microsoft Office Suite.
- Ability to manage several projects simultaneously and to meet deadlines; thorough knowledge in data analysis and collection principles; knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work or assigned staff.
- Ability to express ideas concisely, orally, and in writing; establish and maintain effective working relationships with staff, other County officials, and the public.

[Click here](#) for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>