



Hanover County Government

Deputy Director of General Services

Hanover County Government is seeking a Deputy Director of General Services to lead our efforts in supporting County facilities and County and Schools fleet and telecommunications. The County's facilities inventory includes over 50 buildings and nearly three quarters of a million total square feet of space. The County and School fleets include 1,400 units including school buses, emergency and law enforcement units, and other government services vehicles. The perfect leader for this role will consider themselves a dynamic leader in the local government arena who is passionate about being a public servant, builds positive relationships with others, and enjoys problem solving. If you have these characteristics and more, we encourage you to apply for this opening!

Starting Salary to begin at \$110,000.00

To apply please visit www.hanovercountyjobs.com

General Description: This is an executive level professional position. The incumbent performs difficult and complex tasks to assist the Director of General Services in planning, directing organizing and administering services provided to County and School departments/agencies

Organization: The Deputy Director of General Services reports to the Director of General Services, directly supervises the Facilities Manager, Fleet Manager, and Telecom/Security, and oversees the department in the absence of the Director.

Essential Functions:

- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Assists in directing the financial operations of the department, including development and monitoring of budget.
- Plans, directs, coordinates and administers activities in assigned functional divisions.
- Oversees operations and maintenance of County facilities, including custodial services.
- Oversees the operation and maintenance of the County and School telephone systems.
- Oversees fleet services operation and maintenance activities supporting the County and Schools.
- Assists with the coordination and management of buildings and other special projects.
- Supervises the utilities accounting for electricity and energy management.
- Devises ways to reduce energy costs and analyzes their effectiveness.
- Establishes and oversees records-management policies.
- Prepares reports as needed.
- Plans, schedules, directs, and inspects work in assigned functional areas.
- Ensures buildings and grounds are adequately maintained.
- Performs related work as assigned

Working Conditions:

A. Hazards

- Chemicals - May be exposed to hazardous chemicals and adverse weather.

B. Environment

- Office - Primarily
- Field – Travel is necessary to oversee projects, crews, etc.

C. Physical Effort

- Minimal

D. Exempt

- No Compensatory Leave Accrual

Knowledge, Skills and Abilities: Knowledge of sound public administration principles & practices. Knowledge of contract management, construction management, building security, buildings and grounds management, and fleet management. Ability to coordinate and direct various types of support services needed by departments. Must have the skill and ability to work in multiple program areas simultaneously and to communicate results effectively both verbally and in writing. Must be able to establish and maintain effective working relationships with department heads, County staff, government officials, & vendors.

Education, Experience and Training: Bachelor's degree in related field required with at least five (5) years of progressively responsible related administrative experience, including two (2) years in a supervisory or management position; – **OR** – Any combination of education, experience, and/or training sufficient to demonstrate the knowledge, skills and abilities may be acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Work beyond normal work schedule, including call-back