

Hanover County Government  
General Services  
Director of General Services  
Salary: \$135,000.00 - \$159,000.00

**General Description:** This is an executive level professional position. The incumbent is a Department Head and performs difficult tasks to provide comprehensive leadership and management responsibilities for the General Services Department.

**Organization:** The Director of General Services reports to a Deputy County Administrator and oversees a staff of approximately 35 employees. The incumbent has direct reports that supervise the Fleet Management, Facilities Management, Telecommunications, and Capital Improvement Projects.

**Essential Functions:**

- Provides leadership by providing organization-wide vision focus and alignment of General Services with the business of the County, engaging in building departmental partnerships for leveraging technology resources, and analyzing and developing strategies that may impact the County.
- Oversees the development, implementation and management of an integrated County-wide system of Fleet Management and Telecommunications to support County and Schools.
- Supervises the Capital Project Manager and assists them when necessary.
- Supervises the Telecommunication Manager and assists them when necessary.
- Manages general services functions by providing effective budget development, budget control, financial management, staffing, staff development, employee relations and other management activities.
- Oversees the development and enforcement of General Services policies, procedures, and standards to ensure compliance with industry advancements, best practices and regulations.
- Develops and maintains good public relations with other department heads, vendors, suppliers and other managers in business and industry
- Confers with department heads and management relative to space planning and construction programs, building security needs, building maintenance, automotive maintenance, and property management.
- Approves motor vehicle and special equipment procurement specifications.
- Supervises the utilities accounting for electricity and energy management.
- Performs related work as assigned.

**Working Conditions:**

- A. Hazards None known
- B. Environment Office primarily, with some time spent in automotive service shop environment.
- C. Physical Effort Minimal
- D. Exempt No Compensatory Leave Accrual

**Knowledge, Skills and Abilities:** Comprehensive knowledge of sound public administration principles & practices. Knowledge of contract management, construction management, building security, buildings and grounds management, risk 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, to formulate policies and projects, and to communicate results effectively both verbally & in writing. Must be able to establish and maintain effective working relationships with department heads, County staff, government officials, and vendors.

**Education, Experience and Training:** Bachelor's degree in a related field required with at least eight (8) years of progressively responsible experience in fleet or facilities management, business, or related field, including three (3) years in a supervisory or management position – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable

**Special Conditions:**

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

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