



FLSA: EXEMPT
EEO: 2
AUGUST 2023

SUPPORT SERVICES DIRECTOR

DEFINITION

Under the general direction of the Director of General Services, provide strategic leadership in financial and business management to perform a variety of difficult, technical, and complex work in planning, development, presentation, implementation and oversight of Purchasing and Fleet Management support services internal to the County of Amador operations; to develop budgets, fiscal projections, analyses, funding plans, bids, RFQ's and RFP's for the County; to review, analyze, plan for and implement regulatory compliance strategies; to supervise, evaluate, and direct staff of fiscal, technical, clerical and support personnel performing administrative and operational activities within Purchasing and Fleet Management divisions; to provide all functions and duties outlined in Title 2, Administration, Chapter 2.82 and Title 3 Revenue and Finance, Chapter 3.08 of the County's municipal codes; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized mid-management classification for the development and implementation of support services to the internal operations of the County of Amador. The incumbent is responsible for oversight of staff, planning, development, fiscal analysis, funding plans, bid processes, and administration of support services within the Purchasing and Fleet Management divisions, and related work. The incumbent directs, plans, organizes, and manages Purchasing (including central stores, contracts, RFPs, RFQs, bids, shipping and receiving of all County goods and supplies including processing of claims, warehousing and inventory control of County personal property, the Internal Service Fund and Cost Allocation, and mail services) and Motor Pool (including fleet management, CARB compliance, DMV registration and licensing, accident investigations and insurance claims, ordering vehicles and equipment, maintenance, billing, the Motor Pool Fund, etc.). The incumbent will plan, organize and develop contracts, in collaboration with County Counsel, and bids for all County departments.; The incumbent must possess collaborative skills and guidance with departments for developing and issuing Bids, RFPs and RFQs, and to delivery and maintain adequate vehicles that meet the needs of departments. The incumbent must maintain and develop strong business relationships with contractors, department heads, elected officials and members of the public in order to be successful.

REPORTS TO

Director of General Services Administration

CLASSIFICATIONS SUPERVISED

All classifications under the General Services Administration Support Services Division, including but not limited to mechanics, purchasing staff, warehouse staff, internal mail services staff, and volunteers.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Plans, organizes, directs, and coordinates the activities and programs of the General Services Administration (GSA) Support Services Division.
- Supervises and participates in analytical studies of organization, budgetary and administrative problems and recommends improvements in division(s) methods and procedures.
- Plan, direct and coordinate purchasing programs and activities for the County, including developing new sources of supply.
- Plan, direct and coordinate mail services for the County.
- Plan, direct and coordinate motor pool services for the County, which includes fleet management, procurement, maintenance, DMV registration and licensing, accident investigations, insurance claims, fuel management and contracts, establish labor rates, establish depreciation schedules and replacement program, conduct audits.
- Plan, direct and coordinate central stores for the County.
- Develops financial analyses and projections for funding projects and operations, including development of the County's Support Services cost allocation.
- Works with the County Human Resources Department to supervise and participate in the recruitment and selection of personnel.
- Develops and manages training programs and evaluates the performance of subordinate staff.
- Develops standards and methods of measurement of quantity and quality of work performance.
- Coordinates the activities of assigned operations with other departmental divisions, other County departments, other governmental agencies, Elected Officials, private organizations and contractors.
- Performs contract administration as necessary.
- Insures division compliance with all applicable regulations, codes, ordinances, and policies.
- Manages and integrates functions and activities of assigned programs.
- Develops financial analyses and projections for Motor Pool and Support Services including strategies to secure the needed funding, including functions necessary to support these ISF's (Internal Service Funds).
- Develops requests for proposals (RFP), request for quotation (RFQ), bids, and related contracts.

- Provides oversight of staff.
- Assists in the coordinating of the County's acquisition, disposal, and management of personal property, including reuse and distribution of County owned vehicles, equipment, heavy equipment, furniture, tools, etc.
- Oversees disposal of e-waste of County personal property.
- Assists in research of policies, codes, ordinances, laws, etc. for the purpose of developing current information.

ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles, practices and laws relating to purchasing, fleet management, including Title 2, Administration, Chapter 2.82 and Title 3 Revenue and Finance, Chapter 3.08 of the County's municipal codes, including County policies and procedures of the agency.
- Principles, practices and laws relating to contract negotiations and contract administration.
- Practices and techniques used in design and delivery of public presentations.
- Principles and practices of personnel management and fiscal administration.
- Use of computers, computer applications, and standard office machines.
- Staff development, training, and workload distribution, including supervision, training and performance evaluations.
- Methods and laws relating to public work.
- Principles and practices, rules and regulations of general accounting.
- Principles and practices of purchasing and budget development administration and control.
- Fiscal analysis and statistical techniques.

Ability to:

- Plan, organize and direct the activities of a staff of professional, technical, clerical, and support personnel.
- Understand and effectively interpret Federal, State, local laws, regulations, policies and guidelines.
- Prepare and present logical, comprehensive and concise reports.
- Analyze and evaluate engineering and technical statistical information, developing sound recommendations with regard to internal County Government support services and special projects.
- Establish and maintain harmonious working relationships with co-workers, subordinates, superiors, representatives of other County departments, Elected Officials, other government agencies, private organizations, contractors, engineers, architects, consultants and the general public.

TYPICAL PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and fax machines.

TRAINING AND EXPERIENCE

Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education

Bachelor's degree from an accredited college or university in Business Administration or Management, Economics, Public Administration, or a field related to the work.

Experience

Five (5) years of increasingly responsible full time professional administrative experience in the management of government procurement and fleet management, including two (2) years of professional public or private experience in a supervisory capacity and two (2) years of extensive contact with other management personnel or elected officials with a record of excellent business acumen.

SPECIAL REQUIREMENTS

Have the ability to obtain a California driver's license within ten (10) days of appointment.