

POSITION DESCRIPTION

Title: General Services Manager

Department: Commission Administration

Job Analysis: August 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: County Administrator

Subordinate Staff: Custodial Supervisor & Library Services

Internal Contacts: Elected Officials, Directors, and Employees of the Commission

External Contacts: Municipal Library Directors, General Public, and others as assigned

Status: Classified/Exempt (S316)

Job Summary

The General Services Manager provides leadership, direction, and supervision for a group of general service functions including the custodial department and the library services department. In addition, this position assesses general services for effectiveness and efficiency and performs other assigned projects, which includes recommending potential changes to policies and/or procedures directly to the County Administrator.

Essential Functions

1. Oversees and supports the performance of technical and daily administrative duties of the Custodial Supervisor for custodial services in County Commission facilities.
2. Coordinates with Municipal Library Directors participating in the Baldwin County Public Library System agreement for a joint services program.
3. Supervises the coordinated library service program including a reciprocal borrowing system among public libraries, shared technology, and joint initiatives to improve library services to the citizens of Baldwin County.
4. Performs evaluations of general services both internally and externally for effectiveness and efficiency reporting results along with recommended potential changes to policies and/or procedures directly to the County Administrator.

5. Develops goals, objectives, and priorities to communicate and implement approved policies and/or procedures.
6. Conduct research, collect data, analyze findings and prepare reports for other assigned projects.
7. Provides assistance to other departments as assigned by the County Administrator.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Knowledge of principles and practices of public administration.
2. Knowledge of English grammar, composition, and spelling within acceptable standards of quality and accuracy.
3. Knowledge of general office practices and procedures.
4. Knowledge of mathematics and statistical analysis methods.
5. *Knowledge of County Commission activities.
6. *Knowledge of public library functions.
7. *Knowledge of custodial functions.
8. Skills to communicate effectively and maintain effective working relationships with Public Officers, supervisors, co-workers and the public.
9. Skills to read, understand and compile printed reports and research assignments.
10. Ability to prepare and present reports including conclusions and recommendations.
11. Ability to identify, manage, and implement emerging technologies and resources.

Other Characteristics

1. Willing to travel for the purposes of professional development.
2. Willing to work non-standard hours to meet deadlines.
3. Work is generally light in nature. May be required to lift books that may weight up to 50 lbs.

Minimum Requirements

1. Bachelor's degree in Public Administration, Business Administration, or a related field; minimum of three (3) years' responsible administrative experience, preferably in local government; or a combination of education and experience equivalent to these requirements; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
2. Possess a valid driver's license and be insurable by the County's insurance standards.