

GENERAL SERVICES DIRECTOR

(Range 138)

DEFINITION

Provides executive leadership and administration of the General Services Department including: 1) Office Management 2) Facilities Department to include: building and grounds maintenance and operations, safety and security, vehicle fleet management, and materials management 3) Construction Management 4) Technical and Production Services Department 5) Courier Department 6) Gallery Services Department 7) Mailroom 8) Risk Management and 9) Facility and Land Leases.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Executive Director.

Exercises general supervision over assigned subordinate staff.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Provides oversight of Office Management staff, Facilities Department, Technical and Production Services Department, Courier Services Department, Gallery Services Department and Mailroom to include the planning, development and implementation of department budgets, goals, objectives and operational strategies.
2. Prepares, submits and maintains the General Services Department's budget and adheres to established Library District objectives.
3. Manages all facets of facility planning including space programming, renovations and remodels, land acquisition and new facilities.
4. Conducts feasibility studies of proposed modifications, enhancements and improvements to existing facilities, and makes recommendations.
5. Manages all facets of construction to include design, bidding, contract and budget adherence, scheduling, project progress, work of contractors and quality control, and advises the Executive Director and Board of Trustees.
6. Conducts periodic condition audits of District facilities.
7. Develops short and long range plans for the routine, preventive and major maintenance and repair of buildings, grounds, equipment and vehicles.
8. Ensures accurate maintenance records are maintained on all facilities.
9. Meets periodically with branch and department managers to review facility requirements and to discuss status of current maintenance requests for their respective facilities.
10. Stays abreast of new trends and innovations in the field of facilities maintenance.
11. Ensures development and implementation of automated support systems for administrative and building functions.

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12. Manages the District's Risk Management Program, ensuring adequate insurance coverages including: Property and Casualty, Automobile, Umbrella, Director and Officers, Employment Practices, Cyber and Internet Liability, Environmental Liability, etc.; and ensuring the District's safety program is in compliance with all local, state and federal regulations.
13. Maintains a safe environment for both patrons and staff.
14. Formulates and coordinates specifications, requirements for proposals and contracts, and associated documents for parts and supplies acquisitions and contracted services.
15. Manages leases for land and building space utilized by the District and District owned space leased to other entities.
16. Ensures compliance with federal, state, and local regulations pertaining to air quality, health, environment, and safety to include: permits, inspections, training and record keeping.
17. Directs and supervises subordinate staff including scheduling, training, working with staff to correct deficiencies, disciplining and completing performance evaluations.
18. Participates on interview panels and selects staff for General Services Department.
19. Serves on the District's Executive Council.
20. Prepares and submits memoranda and reports to the Executive Director, Deputy Directors, Board of Trustees and Library District staff and management regarding department activities.
21. Conducts research, procedural, and administrative studies and prepares reports, recommending solutions or courses of action.
22. Develops, interprets and implements District and General Services Department policies and procedures.
23. Ensures compliance of all pertinent federal, state, and local laws, regulations, and ordinances as well as all District policies and procedures.
24. Interacts extensively in person, over the telephone and via e-mail with District staff and management, outside agencies, vendors and patrons.
25. Responds to inquiries and complaints in a courteous and timely manner.
26. Utilizes personal computers, the Internet and e-mail.
27. Attends or conducts staff, Board and other miscellaneous meetings.
28. Operates office equipment including but not limited to copy machine, telephone and facsimile machine.
29. Operates, maintains and secures assigned District vehicle.

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Marginal Functions:

1. Attends and participates in professional group meetings and seminars.
3. Participates in committee work and chairs committees when needed.
4. Attends and participates in professional association meetings and seminars.
5. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Maintenance and operational requirements of a wide variety of commercial building systems and components.
2. Safe work practices, state and local building codes, and industry accepted maintenance and construction procedures.
3. Current trends and developments in the field of Facilities Management.
4. Methods, techniques, tools and materials used in the troubleshooting, maintenance and repair of HVAC equipment.
5. Techniques used for rough and finish carpentry; painting; electrical; plumbing; heating, ventilation, and air conditioning; masonry, concrete and general building repairs; and grounds maintenance requirements and care.
6. Construction management practices and techniques.
7. Risk management requirements and practices.
8. Pertinent federal, state and local laws, regulations and ordinances.
9. Effective supervisory techniques and practices.
10. Complex project planning methods and techniques and the sources and availability of current information.
11. Research techniques and the sources and availability of current information.
12. Library District, branch and departmental policies and procedures.
13. Library District terminology and functions.
14. Principles of budget development, administration and control.
15. Basic accounting principles and procedures.
16. Correct English usage, spelling, punctuation and grammar.

Ability to:

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1. Exercise sound judgment and make independent decisions.
2. Maintain professional relationships with those contacted during the course of work.
3. Direct and evaluate complex projects in process for efficient results.
4. Perform multiple tasks concurrently.
5. Work quickly and accurately.
6. Exercise initiative and discretion.
7. Supervise and direct the work of subordinate staff.
8. Accept and manage change and maintain flexibility.
9. Work under pressure and meet deadlines.
10. Interpret, explain and apply District and Department policies and procedures.
11. Work both independently and as part of a team.
12. Understand and follow oral and written instructions.
13. Plan, organize and conduct meetings.
14. Communicate clearly and concisely both orally and in writing.
15. Effectively communicate with, and elicit information from, difficult, upset and irate individuals.
16. Maintain the mental capacity for making sound decisions and demonstrating intellectual capabilities.
17. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time
 - bending, reaching, stooping, and pushing
 - lifting and carrying
 - operating assigned equipment
18. Maintain effective auditory and visual perception needed for:
 - making observations
 - communicating with others
 - reading and writing

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--operating assigned equipment

19. Work on-call evenings, weekends and holidays.

Skilled in:

1. The safe operation and maintenance of equipment and hand and power tools used in the building and mechanical trades.
2. Use of personal computers and associated software.
3. Use of basic office equipment.

QUALIFICATIONS

Training and Experience:

Bachelor's degree in Civil, Mechanical or Electrical Engineering, or Business or Public Administration required; five (5) years of professional Facilities' Management experience, some of which must include experience working with both commercial buildings and grounds maintenance or an equivalent combination of training, education and experience that provides the necessary knowledge, skills and abilities.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for regular and, at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, climbing ladders, and lifting, carrying, or moving moderately heavy (20-50 lbs.) items and occasionally very heavy (100 pounds or more) items; the complex operation of gasoline, electric or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation of such devices associated with equipment used to perform tasks required of the position.

Tasks require color perception, sound perception, texture perception, visual perception, odor perception and oral communication ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

License, Certificate or Special Requirements:

Possess or have the ability to obtain a valid Nevada Driver's License at the time of hire.

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FLSA: EXEMPT

CBA: NONE

DEVELOPED: JULY 1, 1995

**REVISED: JANUARY 26, 1998
JUNE 5, 1998
MARCH 10, 1999
OCTOBER 12, 2001
MAY 3, 2004
JUNE 9, 2008
OCTOBER 1, 2012**