

CITY OF GAINESVILLE
JOB DESCRIPTION

TITLE CODE:3210
10/1/2006

GENERAL SERVICES SUPPORT MANAGER

NATURE OF WORK

This is managerial and administrative work in planning and coordinating activities in support function and special projects of the General Services Director.

CLASSIFICATION STANDARDS

This single position allocated to this class reports to a designated supervisor and works under general supervision. Work in this class is distinguished from higher classes and lower classes by its multi-divisional and supervisory duties and emphasis on highly technical and administrative activities.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Plans, develops, establishes and monitors the procurement, accounting, billing and financial processes of the General Services Department.

Develops and establishes audit procedures that meet or exceed national and the City's standards.

Develops and establishes safety and performance standards to ensure consistent improvement, coordinates training sessions and implements self-directed teams.

Recommends selection, promotion, discharge and other appropriate personnel actions.

Monitors and ensures conformance to all federal, state and local environmental and safety regulations.

Assists in the development and monitoring of the department's budget.

Attends work on a continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Coordinates and participates in the preparation of reports and records, and the procurement of tools, materials and services.

May be responsible for enforcing the City's Drug Policy, based on physical location and organizational structure. Act on behalf of the General Services Director.

May be required to counsel and discipline subordinates.

Manage special projects as assigned.

MINIMUM REQUIREMENTS

Graduate from an accredited four (4) year College or University with a Major in Finance, Accounting, Business or Engineering and (3) years experience in the management of technical and skilled professionals; or an equivalent combination of education and experience which provide the required knowledge, skills and ability. A master's degree can substitute for one year of the required experience.

LICENSES/CERTIFICATES

Valid Florida Driver's License required at time of appointment.

NOTES

May be required to attend meetings outside business hours.