

COMMISSIONER OF GENERAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is managerial and administrative work involving responsibility for the development and implementation of policies, procedures and programs for the effective operation of the Department of General Services. The Commissioner of General Services oversees and coordinates consolidated divisions and functions of County government: Purchasing, Facilities Management, Capital Projects, Management Information Systems and Communications, in order to provide efficient and cost-effective internal services to County departments. The work is performed under the direction of the County Executive, and in accordance with Local Law 15 of 1995 and the Rockland County Charter. Supervision is provided to administrative and managerial staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops, implements and directs overall policies and procedures for the operation of the Purchasing, Facilities Management, Capital Projects, Management Information Systems and Communications divisions of the Department of General Services;
Provides administrative supervision and oversight in the operation of each of the aforesaid divisions;
Acts as liaison between the County Executive and the division directors;
Assembles information with respect to New York State and Federal grants that may be available to reduce the cost of operation of the departmental divisions;
Controls expenditures through effective budgeting, financial reporting and the conduct of special studies;
Appoints employees in the Department of General Services, in accordance with local and New York State laws and regulations;
Advises the County Executive of the impact of contemplated policy decisions;
Attends meetings, serves on committees and prepares reports, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of public administration; thorough knowledge of Federal, New York State and local regulations applicable to departmental services; ability to prepare a departmental budget; ability to direct the activities of a large department; ability to develop and implement policies and procedures; ability to plan, direct and supervise the work of others; ability to work cooperatively and effectively with related agencies and personnel and public officials; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Qualifications determined by the County Executive on the basis of education, experience and professional competence in public administration, and in accordance with section 3.02 of the Rockland County Charter.