



COLUMBIA COUNTY, OREGON
JOB TITLE: DIRECTOR - GENERAL SERVICES
DATE: OCTOBER 1, 2023

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC Exempt
DEPARTMENT:	General Services	JOB CODE:	P0007
SUPERVISOR:	Board of Commissioners	SALARY RANGE:	E07
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Responsible for professional performance and administration of the General Services Department for Columbia County. Responsible for planning, organizing, and directing the activities of the department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure compliance and to protect the public's health and safety. Plan, organize, and direct all departmental activities, including those with other governmental agencies and private organizations. Work directly with a wide range of community groups, public and private sector officials, county employees, individual citizens, and as part of the county's core management team.

Promote excellence, dependable performance, responsible customer service, pride, initiative, commitment, cooperation, safety, and a team approach throughout the department. Evaluate and define departmental programs and policies along with the development of budget proposals in accordance with the vision of the county as articulated by the Board of County Commissioners. Supervise a staff of professional, technical, and office support and hold them accountable for results.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Develop, implement, and coordinate a facilities management plan for the county. Ensure the proper maintenance and layout of the county facilities, properties, and parking lots. Assist with the development and coordination of such plans for off-site county buildings, such as the Transit Center, transfer facilities, Emergency Operations Center, Public Works buildings, county fairgrounds and county parks.

Develop for approval, implement, and coordinate a capital management plan for county properties, facilities, and certain equipment. Assist with the development and coordination of such plans for individual county departments.

Ensure provision of adequate preventative maintenance and repair, and custodial and janitorial services to courthouse buildings and grounds. Oversee maintenance, repairs, and remodel project needs and completion. Maintain assigned property and equipment.

Direct, review, and approve the preparation of plans, standard specifications, cost estimates, and bidding procedures for a variety of park construction projects. Manage the construction and inspection of park improvement projects.

Conduct inspections of facilities, parks, and equipment to ensure proper maintenance.

Provide assistance in planning, coordinating, and scheduling resources as requested for the Solid Waste and Property Management programs.



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Plan, organize, and coordinate all physical/facilities phases of county fire, safety, and security operations. Serve on and work with the county Safety Committee to address any and all safety issues regarding facilities, equipment, and/or vehicles.

Coordinate departmental activities with other allied county and state agencies. Represent the county on facilities and parks related legislative issues.

Administer contracts for the planning, permitting, design, construction, and operation of county facilities and parks. Ensure that facilities and parks comply with current state and federal regulations and operate within the requirements of the applicable permits and operation plans.

Serve as Project Manager for various facilities projects in county facilities and parks and elsewhere as assigned.

Promote and market park use with service groups, the media, and at events, and other opportunities. Work with sporting groups and other organizations to encourage the use of county parks.

Develop and maintain appropriate policies and procedures.

Perform duties of facilities and/or parks maintenance when required.

Research grant opportunities for facilities and parks, prepare grant applications, and make written, oral, and visual presentations to selection committees.

Meet and consult with as needed the Parks Advisory Commission, the Planning Commission, and the Board of County Commissioners to advise, present, and explain departmental or county issues, policies, and requirements.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

Formulate and present departmental budget for review by the Board of County Commissioners. Monitor and manage fiscal operations of the department to remain within budgetary constraints. Research and pursue available funding options at the federal, state, and local level.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Directly supervise departmental employees.

- Ensure department plans and goals are effectively communicated throughout the department so that individual work plans maintain progress toward department goals.
- Fulfill role as appointing authority for department to ensure the hire of qualified candidates.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of departmental employees.



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- Provide training opportunities for departmental staff.
- Diagnose organizational needs, designing approaches, and facilitating interventions to optimize departmental communication, cooperation, teamwork, participation, and results.
- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Human Resources Department.

SUPERVISION RECEIVED: Work is performed with considerable independence and is reviewed jointly by the Board of County Commissioners and Director through conferences, reports, and performance evaluations determining the effectiveness of programs in accomplishing departmental goals and objectives. This position is subject to the direction of the three-member Board of County Commissioners.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a four-year degree in business management, public administration, construction management, urban planning, political science or related field. Six years' of increasingly responsible experience in the general services areas of responsibilities to include experience in a supervisory capacity. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Possession of the International Facility Manager's Professional certification from the International Facility Manager's Association. Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Thorough knowledge of facilities and parks management principles and practices. Considerable knowledge of building construction materials and methods. Basic knowledge of state and county building and zoning laws and codes. Working knowledge of building construction terminology and techniques. Extensive knowledge of management principles and practices of human and financial resource management.

Skill in reservation and work order software programs and Microsoft Office products.

Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.



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- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Find, apply for, receive, and administer a wide variety of grant funding.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds while in the office. Field activities require walking, bending, stooping, climbing, and crawling in confined areas or areas under construction. Work with facilities, grounds, or communications projects may necessitate the movement of materials in excess of 60 pounds. Extended periods of stooping, walking, and/or standing along with climbing stairs will be required.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Field work will expose position to various weather conditions and terrains. Driving is a regular requirement of the position. May be required to travel at nighttime or on weekends or in inclement weather. After hours response to facilities emergencies occasionally required.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***