

Job Title: Director of General Services

Northumberland County is accepting applications for the part time position of Director of General Services. This position is responsible for difficult and complex tasks in planning and coordinating construction/building projects, renovations, various other projects including but not limited such things as the emergency radio system, and capital projects for County departments and agencies.

Major Duties and Responsibilities:

- Manages various construction and county projects (including but not limited to emergency radio system, software, sanitary district, and other projects) of varying complexity to ensure timely completion and within budget
- Demonstrate knowledge of project management (including construction and various other projects), general knowledge of state law related to public procurement, and capital improvement planning.
- Ensure accurate capital project budgeting and timelines
- Oversee contracting process and consultants and contractors engaged by the county
- Reports directly to the County Administrator
- Work with the County Administrator and department heads on projects and capital improvement planning
- Ability to create reports on status of projects and capital improvements to County Administrator and Board of Supervisors
- Ability to write Requests for Proposals, Qualifications, Bids, and/or other public procurement documents
- Ensure compliance with applicable federal, state, and local regulations, codes, and ordinances.
- Attend required meetings.
- As this is a new position for Northumberland County, other duties may be assigned by the Board of Supervisors and/or County Administrator relating to General Services.

Knowledge, Skills & Abilities:

Continuous Improvement

- Streamline the project delivery process and effectively deliver projects
- Provide expert sound advice to Board of Supervisors, County Administrator, and departments
- Develop accurate, reasonable, and achievable cost estimates for capital projects.
- Develop accurate, reasonable, and achievable cost estimates for other projects being considered by the County.
- Ensure credibility of project management by providing timely and accurate completion of work,.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in business, public administration, construction management, or political science or closely related field and/or five years of experience in the general services areas of responsibilities, including supervisory duties in local government. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities are considered.

Skills and Abilities:

This position requires an exceptional individual who has good judgment and project management skills. Candidates must also be able to address day-to-day operations with a common-sense and cooperative approach to decision-making. The candidate must have outstanding leadership qualities with a strong focus on customer service and building solid relationships with all internal and external stakeholders. Ability to operate a personal computer and use computer applications. The top candidate must be hands-on and committed to addressing an array of complex and technical issues. Position requires a willingness to learn.

Compensation & Benefits:

Compensation for the Director of General Services position will be dependent on qualifications and experience. This position will be on a part time basis.