

CITY OF OMAHA CLASS SPECIFICATION

No. 1380

GENERAL SERVICES MANAGER

NATURE OF WORK

This is supervisory work in the General Services division of the Public Works department. Work involves the supervision of technical and clerical personnel engaged in administrative activities. It also involves considerable public contact and liaison work with members of other City departments, City Council, local, state, and federal agencies, the media and interested citizens' groups. An employee in this classification exercises considerable independence in the performance of duties and receives general guidance from a superior.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class.)

Hires, trains, schedules, assigns, supervises, and evaluates the work of department administrative and Right-of Way personnel.

Oversees the compilation of the departmental budget, disseminating current year data, guidelines, and timetables, accumulating projections and cost figures, and, following approval, monitors expenditures from capital accounts to keep them within appropriations.

Meets with other department employees, members of other departments, representatives of other agencies, civic groups, and the public, sometimes during off hours, to provide information and to coordinate activities.

Prepares annual reports, contract awards, and ordinances and coordinates the preparation and placement of displays for Public Works expositions.

Attends City Council and Board of Equalization meetings to explain projects and their costs, assessments, and to answer questions.

Compiles data from the City Capital Improvement Plan and budget reports to prepare the One Year Street Improvement Plan, the Six Year Street Improvement Plan, and the Annual Report of Expenditures.

Oversees and keeps up-to-date the Public Works website.

Participates in the activities of the City Annexation Task Force to review areas considered for annexation, review potential and compile costs and other considerations, and make recommendations accordingly.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

Coordinates and reviews all Public Works activities related to small and emerging businesses.

Manages the preparation of media releases and meets with representatives of the news media to apprise them and the public of the details of the department's planned projects and responds in writing to inquiries from the Mayor, other City officials, members of the City Council, other City Employees, and interested members of the public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of general office procedures and Public Works budget preparation and accounting procedures.

Knowledge of the application and use of office software, including word processing, spreadsheets and data bases.

Knowledge of the laws, ordinances, and codes governing public and private construction work and assessment procedures for improvements to public property.

Ability to prepare, read, and interpret plans, blueprints, and specifications for construction work.

Ability to plan, schedule, assign, supervise, and evaluate the work of a number of subordinates.

Ability to attend meetings, at times during off hours, to represent the Public Works department, its policies and activities, and the laws and ordinances governing them.

Ability to understand written or oral instructions.

Ability to stand or walk from 51-75% of the time; to reach, bend, stoop, push, pull, lift, or sit from 26 to 50% of the time; and to climb, balance, squat, kneel, crouch, crawl, or type up to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time; to use up to ten (10) pounds of force to move objects from 34 to 66% of the time; and to use lesser amounts of force to move objects from 67 to 100% of the time.

EDUCATION AND EXPERIENCE (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

Bachelor's degree in Business Administration, Engineering Technology, or a related field

AND

Five years of experience, at least two of which must have been in an administrative supervisory capacity.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to sites anywhere in the city during the course of the work day.

WORKING CONDITIONS

Work is performed primarily in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Telephone
Copier
Calculator
Facsimile Machine
Personal Computer

Approved: 7-29-93
4-1-10