



CLEARWATER
BRIGHT AND BEAUTIFUL • BAY TO BEACH

THE CITY OF CLEARWATER, FLORIDA,
HUMAN RESOURCES DEPARTMENT
INVITES YOUR INTEREST IN THE POSITION OF

GENERAL SERVICES DIRECTOR

OUR VISION:

A community that thrives from Bay to Beach.

OUR MISSION:

Clearwater is committed to quality, sustainable, cost-effective municipal services that foster and sustain a healthy residential and economic environment.

Clearwater proudly celebrates the quality of our experiences, spirit and opportunities.

Jennifer Poirrier, City Manager



COMMUNITY BACKGROUND

The city of Clearwater extends from the Gulf of Mexico on the west to the expansive Tampa Bay on the east. It is a semi-tropical community of great natural resources and beauty, diversity of housing, an abundance of recreational opportunities of all kinds, in a safe and accessible environment.

From relaxing on our world-acclaimed, white sandy beaches to boating, dolphin watching and fishing, cheering on the Philadelphia Phillies during spring training to attending theater and concert events at Ruth Eckerd Hall, the Bilheimer Capitol Theatre or The BayCare Sound at Coachman Park, Clearwater offers a lifestyle for everyone. No better location can be found which places more of an emphasis on integrating career, community and lifestyle than the city of Clearwater.

Clearwater's quality of life is reflective of the people who live in it. Our vital, growing city has an active population of more than 120,000 citizens who are accustomed to high-quality services and resources, and who are active partners with the city through numerous neighborhood and community programs.

THE ORGANIZATION

The objective of the General Services Department is to provide quality service to all departments and divisions of the city of Clearwater. In furthering the City Council's Strategic Priority of High Performing Government, the main goal of General Services is to provide high quality service to all departments and divisions of the city in a timely, efficient and economical manner, so that those departments may in turn effectively serve the citizens of Clearwater.



THE POSITION

The General Services Director is responsible for leading the General Services Department and maintaining a management framework that supports the city's strategic direction.

The General Services Director would be responsible for:

- Directing, overseeing, and coordinating the internal fleet, building maintenance, and all radio communications and functions.
- Authoring, developing, and implementing broad policies and programs and general operational procedures; developing and establishing methods to address individual and special projects, defining areas where efficiency can be improved, and managing the effectiveness of new procedures.
- Planning and directing long- and short-range plans for expansion of fleet, building and maintenance, and radio operations; overseeing additions to staff, equipment, and facilities; assisting in the extension and enhancement of services.
- Developing, determining, and directing budget preparation, development and implementation; managing and submitting information on general service and internal service funds; administering the budget and preparing statistical analysis, reports, studies, and estimates of rates, revenues, and financial operations.
- Handling, coordinating and facilitating all legal and contract matters relating to fleet, building and maintenance, and radio communications; provides negotiations and facilitates execution of all contracts for services.
- Performing field inspections of fleet, building maintenance, and radio work to ensure operations are occurring effectively and efficiently; monitors compliance with all departmental standards and city ordinances.
- Attending various meetings and collaborating with other departments, agencies, vendors, and staff; addressing citizen and commercial complaints or concerns and addresses issues professionally.
- Performing other duties as assigned.



QUALIFICATIONS

Education:

Bachelor's Degree in Business or Public Administration or closely related field.

Experience:

A minimum of five (5) years of progressively responsible professional level experience within an area closely related to general services functions is required. The General Services Director will adhere to the highest degree of general services principles and practices, which includes directing, coordinating, and planning all internal fleet, building maintenance, and radio communication operations. The General Services Director must have experience in planning, budget preparation, project management, personnel management, and general legal and contract matters.

The selected candidate must have the ability to plan long- and short-range operational initiatives, analyze effectiveness of operations and procedures, recommending changes, keep and maintain accurate and up-to-date records, develop budgets and facilitate department success. Candidate must also possess excellent communication skills and considerable skill in gathering, organizing and analyzing technical and financial information.

The General Services Director will also have competency in the principles and practices of facilities, fleet, and radio equipment maintenance; local, state, and federal laws pertaining to fleet, building maintenance, and radio equipment; program analysis, direction, and oversight; project and personnel management; program and policy development and implementation; department policies and protocols; equipment maintenance practices and methods.

COMPENSATION

The target entry salary range for this position is \$126,612.42 - \$146,604.29 DOQ. The city of Clearwater will provide the General Services Director with a highly competitive benefits package.

HOW TO APPLY

Individuals interested in pursuing this career opportunity can apply online at MyClearwater.com/Jobs.

Candidates are encouraged to submit resumes and the names and telephone numbers of three (3) professional references and submit with the application.

The position is open until filled.

CLEARWATER HUMAN RESOURCES DEPARTMENT

100 N. Osceola Ave.

Clearwater, FL 33755

Phone: (727) 562-4870

For more information, visit the city's website at MyClearwater.com.

Clearwater is an Affirmative Action/Equal Opportunity/ADA Employer.
Under Florida Law, all resumes are subject to disclosure.



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