

**CLASS TITLE: CHIEF, GENERAL SERVICES**

**Class Code: 02545800**  
**Pay Grade: 41A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist the Associate Director of Administration/Central Services in the administration, coordination, and planning of a complex and comprehensive statewide program of general services for state agencies, departments commissions; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative supervision of the Associate Director of Administration/Central Services; work is reviewed through conferences and reports for conformance to divisional guidelines.

**SUPERVISION EXERCISED:** Plans, organizes, supervises and directs the work of a technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the Associate Director of Administration/Central Services in the planning, coordinating and administering of a complex and comprehensive statewide program of general supportive services including fleet operations, capitol police and security services, central mail room and records management and communications for state agencies, departments and commissions as may require such services.

To assist in the planning, directing and monitoring the operations and maintenance of the fleet of state owned vehicles to ensure proper use and distribution.

To assist in the development and operation of a statewide comprehensive communications plan including written policies, standards and procedures and to include such emergency communication facilities as may be necessary to supplement the emergency operation of state government.

To assist in the planning, organizing and coordinating the establishment and directing of a capitol police force for the security and protection of public officials and such capitol buildings as may be required.

To be responsible for the coordination and preparation of all reports.

To assist in compiling fiscal management programs involving the preparation of the divisional budget, maintaining a quarterly allotment system, the initiation of requests for transfer of funds and maintenance of payroll records.

To assist in supervising and controlling procurement functions involving the review of requests for material, equipment and supplies, and the preparation of purchase requisitions.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of public administration as applied in the management of a governmental agency dealing with the development of policies and procedures; a thorough knowledge of standard practices utilized in the operation and maintenance of a fleet of automobiles in a governmental or business unit; the ability to supervise the development of plans, policies and procedures regarding the operation of a fleet of passenger vehicles; the ability to plan, organize and direct the activities of security personnel in the protection of public officials and real property; the ability to develop a statewide standard and emergency communications system to include policies and procedures; the ability to supervise the operation of the Central Mail Room and Record Center; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Business Administration; and

Experience: Such as may have been gained through: considerable experience in an administrative position with responsibility for planning, organizing and directing programs in the field of supportive services and/or related administrative experience in a governmental setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 31, 1986

Editorial Review: 3/15/03