The Internal Services Department
Invites Resumes For

GENERAL MANAGER – FACILITIES OPERATIONS SERVICE

(Administrative Manager XV, ISD - Unclassified)

Restricted to Permanent Employees of the County of Los Angeles

Annual Salary:

$126,115 - $190,886
(MAPP RANGE R15)

FILING PERIOD

August 18, 2014 – September 11, 2014

Position Overview

The General Manager, Facilities Operations Service (FOS) works under direction of the Department Head and directs the FOS activities through subordinate managers, with specific responsibility for the following areas:

Building Maintenance – The Maintenance & Operations Division operates building systems and provides repair and maintenance service for approximately 500 County facilities/campuses totaling over 13 million square feet of space.

Craft Services – The Alterations & Improvements Division performs alterations and improvements to County structures, including major systems repair, as well as providing project development, estimating, scheduling, and project management. Work is performed through a combination of in-house labor and job order contracting.

Custodial & Grounds Maintenance – The Custodial Services Division provides custodial services for over 300 County buildings and grounds, totaling more than 15 million square feet.

Examples of Duties

Plans, organizes, assigns, directs and evaluates, through subordinate managers, all facility-related support services to customer County departments, which includes building maintenance, craft services, and custodial/grounds maintenance services.

Works in partnership with the County's Chief Executive Office (CEO) to develop facilities-related policies and practices, standards, and improvement programs.

Assists the Department Head in formulating departmental policy related to facilities, directing its execution and evaluating work accomplished.

Confers with Department heads or their designees regarding facilities management/maintenance needs and requirements; directs and participates in the preparation of related documents and service level commitments.

Directs the development of the Service's Strategic Plan to deliver high quality, timely, and competitively priced services.

Directs the budget, personnel, fiscal and other administrative functions of the Service.

Establishes and maintains effective working relationships with Board offices, other County departments and governmental agencies, and the public.

Directs the development and implementation of changes in organization, staffing, work processes, and management information systems to increase effectiveness and efficiency.

Directs the preparation of reports for the Department Head, including reports to Local, State and Federal agencies, committees, and commissions.

Represents the Department at meetings and hearings, and interprets programs and policies.

Performs other duties as assigned by the Department Head.

The Ideal Candidate

The ideal candidate will be someone with proven leadership skills and experience working in a complex, multifaceted and dynamic environment. This individual must demonstrate innovation, integrity and accountability and practice ethical management and sound decision making skills. He or she must have (demonstrate) the ability to influence, motivate, and challenge people (their workforce) to implement strategies, achieve objectives and demonstrate core values.

Qualifying Experience

Three years' experience managing a division* responsible for building maintenance and repair, construction project management, energy efficiency and building retrofit programs, or facilities/custodial and grounds maintenance.

***Division is defined as a major organizational structure of a County department that has responsibility for a specific segment of the work of that department. The organization is comprised of multiple sections led by subordinate managers/supervisors.*

LICENSE

A valid California Class C driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

Strong service and customer relations skills.

Demonstrated knowledge and skills necessary to develop and implement business and marketing plans that are consistent with the overall goals and objectives of the Department.

Public Sector experience gained at the Federal, State, or Local level.

Demonstrated knowledge and skills required to work effectively with public officials, representatives of industry and private contractors.

Experiencing managing a large and complex operating budget to provide building crafts and/or facilities management services to clients including the ability to maintain and track expenditures.

Experience managing a large unionized workforce in a cost competitive environment.

Bachelor of Science Degree in Engineering, Architecture, Business or Public Administration or a closely related field.

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes to be considered. Only the most qualified candidates will be invited to participate in the interview process.

The names of the most highly qualified candidates will be submitted to the Director, Internal Services Department for final selection.

VOLUNTARY STATE AND FEDERAL INFORMATION

Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

NOTE: *A background investigation will be completed on the candidate selected for this position.*

To Be Considered

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position. Submission should include all of the following:

- Candidate's ability to meet the requirements as stated in the Ideal Candidate, Qualifying Experience, License and Desirable Qualifications sections of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
- Please submit a resume, cover letter, record of accomplishments, verification of degrees, and current salary information by **no later than Thursday, September 11, 2014, 5:30pm, via email** to:

Martha Cervantes
Internal Services Department
Human Resources Division
(323) 881-4651
Martha.Cervantes@isd.lacounty.gov

Please indicate the position title of ***General Manager, Facilities Operations Service (FOS)*** in the subject line of your email.

This announcement may be downloaded from the County of Los Angeles of Los Angeles Department of Human Resources' website at http://hr.lacounty.gov

Date Posted: August 18, 2014

THE COUNTY OF LOS ANGELES
IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER