

Missouri Department of Transportation

Code: R04007

Title: Senior General Services Specialist

Exemption Status: Exempt

Grade: 15

Job Description

Effective Date 04-01-2008

**Replaces
(Effective Date)** 04-01-2006

General Summary The senior general services specialist performs varied and complex activities in the areas of facilities management, fleet management, procurement, and other general services programs and policies, and serves in an advisory capacity in general services activities to line and staff supervisors. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Business Administration, Facilities Management, Public Purchasing/Procurement, Real Estate, or related field
Four years of experience in fleet management, facilities management, procurement, accounting, auditing, business analysis or review.

**Supervisory
Responsibilities** Lead Worker Only

Location Central and District Offices - General Services

**Special Working
Conditions/Job
Characteristics** Job requires occasional, statewide, overnight travel.

Examples of Work

- (1) Administers and/or monitors programs in assigned areas; conducts economical analysis and evaluates process efficiency.
- (2) Leads the tracking and reporting of the status and progress of the strategic business plan; coordinates budget transfers, revisions, or adjustments with resource management; trains, coaches, and assists organizational units in the budget process at the division and district level.
- (3) Coordinates the transfer, accumulation, relocation, and disposal of surplus property for divisions/offices at the Central Office; maintains on-line catalog of surplus property inventory to facilitate possible transfer of items to other department locations.
- (4) Monitors contracting processes, which may include bonding, change orders, pay requests, and purchases.
- (5) Analyzes, audits, and makes recommendations for all fixed assets of the division as it relates to the financial management system, which includes recordings, transfers, sales, disposals, and deletions.
- (6) Monitors federal, state, and local regulations, and commission decisions, contracts, and agreements to

determine impact on division procedures and record keeping practices; and advises and assists division and district operations in identifying acceptable business practices.

- (7) Identifies and reports best practices, projected costs/savings, and business problems.
- (8) Assists in coordinating and overseeing the completion of quality assurance programs for assigned areas.
- (9) Assists in developing and coordinating unit special programs.
- (10) Prepares internal and external audit information pertaining to assigned areas.
- (11) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (12) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.