

Missouri Department of Transportation

Code: R04440

Title: Central Office General Services Manager

Exemption Status: Exempt

Grade: 17

Job Description

Effective Date 04-01-2006

**Replaces
(Effective Date)** 01-01-2005

General Summary The central office general services manager is responsible for effective statewide asset management programs; fleet management, facilities management or procurement; develops statewide policy and plans for resource allocation; establishes quality assurance activities to ensure programs are supporting department goals and tangible results.

Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Business Administration, Facilities Management, Construction Management, or related field

Six years of experience in facilities management or a related area.

**Supervisory
Responsibilities** Full Supervision

Location Central Office - General Services

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

Examples of Work

- (1) Manages, coordinates and oversees the department's fleet management programs, statewide facilities programs and statewide procurement activities.
- (2) Ensures program budgets are monitored and effectively managed; assists in preparation of division operational budget.
- (3) Develops and monitors performance measurement standards to evaluate organizational program performance; ensures quality assurance efforts are in place to meet departmental goals in support of tangible results.
- (4) Directs the development of policies and procedures, division business and work plans.
- (5) Advises and counsels department staff and management on matters of policy interpretation and best practices; may serve as division director in his or her absence.
- (6) Represents the department at meetings and conferences; serves as department representative for state and

national associations.

- (7) Responsible for the direction and results of statewide program teams.
- (8) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (9) 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.