

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Facilities and Communications Manager	CLASS. CODE: 0607
DEPARTMENT:	General Services	FLSA: E
REPORTS TO:	General Services Director	DATE: 7/1/2002

Job Summary:

Provides leadership, oversight, instruction and guidance to the staffs of the Facilities and Communications Divisions of the General Services Department. Develops and implements strategies, processes and procedures that results in a safe, efficient and professional operation and work environment.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Performs general oversight and supervision for the General Services Facilities Division and Communications Division. Plans, assigns and reviews the work activities of a large group of skilled, semi-skilled and contractors/vendors regarding facilities construction, maintenance, communications and business applications through subordinate supervisors.
2. Develops strategies for near and long-term operational requirements; develops one, two and five year incremental phases of projected work assignments, projects and vision to conduct and maintain current levels of work effort, acquire future business and upgrade facilities and communications methods, processes and applications.
3. Provides direction and performs planning to implement each Section's strategy; initiates protocol and processes in the work environment that allows for new technologies, planning and project management, budgeting , energy management, life cycle costing, legal issues, management techniques, general services and the design and operation of building and communications systems.
4. Evaluates and performs continuous review regarding each Division's organizational structure by creating flexible and capable core work units within the sections of the Divisions. Reviews each Division's general program results with subordinates; counsels and coaches objectives and priorities.
5. Creates and implements incentive style work philosophy and methods; ensures skill levels meet or exceeds expectations when implementing work assignments. Establishes accountability and responsibility processes and monitors results; adjusts and implements rewards and/or consequence feedback to employees.
6. Provides a forum of coaching, two-way communication and input regarding generally accepted facilities and communications operational and business practices. Advises, analyzes and keeps abreast of innovations in facilities and communications equipment, techniques, procedures, and business applications. Prepares budgetary and financial information regarding Division requirements. Provides two-way communication and coaching with subordinates regarding work effort status, work ethics, employee relations and financial data.

Important Job Functions

1. Attends meetings and various training seminars and conferences as needed.
2. Performs other duties as required by the Director.

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MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree from an accredited college or university; and,
Ten (10) or more years of experience in a related field; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- None required.
- Real Property Administrator desirable.
- Facilities Management Administrator desirable.
- Certified Property Manager desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Contemporary office practices and procedures and basic office software products.
- Work environments.
- New technologies and the design and operation of building and communications systems.
- Budgeting, finance and management techniques, and life cycle costing management,
- Real estate, legal issues and general services.
- Planning and project management.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Develop and maintain interpersonal relations.
- Speak and present effectively in front of large groups.
- Work independently, analyze information and make appropriate decisions.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, read, write, hear and speak for extended periods.
- Work outdoors in varying weather conditions occasionally.
- Bend, kneel, stoop or climb stairs.
- Lift up to 10 pounds.

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The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.