



DEPUTY DIRECTOR OF FACILITIES MANAGEMENT

Department: Facilities Management
Job Class #: 161000
Pay Range: Executive 07 (salaried)

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

Under the direction of the Director of Facilities Management, this position is responsible for providing day to day oversight and management of assigned divisions within the Facilities Development Department. This role acts as a critical member of the department management team and serves as the Director of Facilities Management in the Director's absence.

ESSENTIAL FUNCTIONS

- Work with Director and departmental leadership in developing short and long-range strategic planning for the department, setting goals and objectives, and manage the development and implementation of departmental systems, process, metrics and plans.
- Oversee and monitor the department operating and capital budgets, annual work program and capital facilities plan for the department.
- Develop policies that are aligned with the County's mission and goals and ensure consistent interpretation of laws, rules, policies and procedures.
- Actively participate in the development of scopes of work, fee and cost estimating for various projects.
- Effectively manage and lead assigned staff.
- Ensures communication across other county departments, the staff and the public with a significant focus on customer service and client satisfaction.
- Performs related duties and projects as assigned.

SUPERVISION RECEIVED AND EXERCISED

Work is performed with considerable latitude for independent judgment. The Deputy Director of Facilities Management has full supervisory responsibility for assigned employees.

WORKING CONDITIONS

Primarily an office environment; daily constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise required. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting. Must be able to work a flexible schedule, which may include evenings, weekends, and holidays and meet any travel requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Contract administration and legal practices relating to contractual relationships.

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- Acquisition and disposal of properties through sale, purchase, and lease for Real Property.
- Current RCW's, and other federal, state, and local laws and regulations applicable to facilities and real property environment.
- Governmental organization, rules, regulations and procedures.

SKILLED IN:

- Management and supervision.
- Use of independent judgment and effective decision-making.
- Short and long-range planning.
- Effective leadership and communication with diverse groups and organizations with the County and the department.
- Policy and procedure development and implementation.
- Contract negotiations.
- Financial and resource management.

ABILITY TO:

- Create an environment of teamwork and respect addressing diverse needs and perspectives of groups and individuals.
- Establish and maintain collaborative working relationships with all levels of staff and groups, both internal and external to the County.
- Lead in the development of shared values and goals.
- Organize and prioritize work and requests.
- Analyze situations quickly and objectively and determine a proper course of action.
- Complete multiple assignments concurrently and in a timely manner.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY:

- Bachelor degree in public or business administration, organizational management, or closely related field; and,
- Four years of professional management experience related to the duties of the position.
- Additional education or experience may substitute equally for the position requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:

- A valid Washington State driver's license may be required when travel is required of the position.
- Ability to successfully complete all required background investigations including submission of fingerprints prior to offer of employment.