

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 236**

**GENERAL SERVICES DIRECTOR**

**GENERAL**

Responsible managerial work directing and coordinating materials management services for all City departments. Work is performed under administrative direction with minimal supervision.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, directs and coordinates the materials management programs for the City through work plans, bid specifications and budgets.

Directs the Purchasing Supervisor in the development of commodity standards for the purchase of materials, supplies, capital equipment and contract services.

Directs the Chief Material Handling Specialist in developing methods and procedures for requisition, receiving, storing, issuing and recording stock items.

Advises each department in proper record and report procedures for acquisition, inventory and disposition of materials and supplies.

Supervises the Print Shop and establishes priorities for equipment utilization; supervises the mail room and messenger activities.

Prepares reports from maintained records, including a physical inventory audit.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Ability to interact effectively with the public and communicate effectively orally and in writing.

**MINIMUM QUALIFICATIONS**

Bachelor's degree from a four-year accredited college or university in Business or Public Administration or a related field. Extensive responsible supervisory experience, preferably in public purchasing, with knowledge of stores/warehouse operations. Prefer CPPO or C.P.M. certification.

A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, and pulling. Sedentary position with the ability to see, read, talk, hear, handle or feel objects and controls. Physical abilities include frequent light lifting up to 10 lbs. and occasionally up to 20 lbs., walking, standing, pushing, reaching and grasping. The noise level in this environment is usually quiet in an inside office setting.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.