

A dynamic and visionary leader that exemplifies our core values of Teamwork, Integrity, Innovation and Professionalism is sought by the City of San Antonio for the position of:

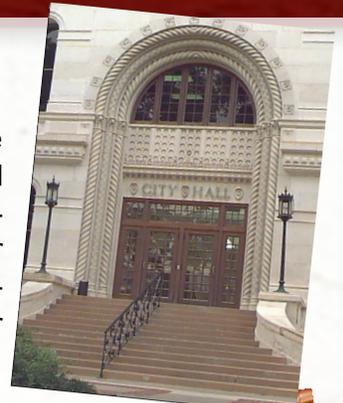
Assistant Director Building and Equipment Services



ASSISTANT DIRECTOR BUILDING & EQUIPMENT SERVICES

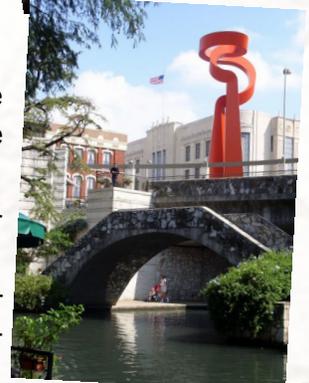
The Position

The Assistant Director of the Building & Equipment Services Department is responsible for assisting the Director in planning, directing, managing and overseeing the activities and operations of the Facility Management Division. Manages and coordinates the maintenance, repair and operations of City buildings and facilities. Coordinates closely with other City departments and outside agencies and provides highly responsible and complex administrative support to the City Manager's Office. Exercises direct supervision over assigned staff.



Essential Job Functions

- Manages and supervises building maintenance repairs and custodial services for City buildings and facilities.
- Assumes full management responsibility for services and activities of the Facility Management Division and recommends and administers policies and procedures.
- Provides technical expertise for the management and operation of buildings and complex facilities.
- Prepares and manages preventative, scheduled and deferred maintenance plans, facilities and space utilization analyses, inventory, and day-to-day maintenance and repair efforts.
- Manages custodial operations to include appropriation of manpower and staffing allocations and high quality service delivery.
- Assists in managing the development and implementation of department goals and objectives, and establishes, within City policy, appropriate service and staffing levels and allocates resources accordingly.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures. Assesses and monitors workload and scheduling, administrative and support systems, and internal reporting relationships. Identifies opportunities for improvement, and assists in directing the implementation of changes.
- Serves as department representative to other City departments, City Manager's Office, elected officials and outside agencies. Explains, justifies, and defends department programs, policies, and activities and negotiates, resolves, and responds to sensitive, significant, and controversial inquiries and issues.
- Selects, motivates, and evaluates staff, provides or coordinates training, works with employees to correct deficiencies, and assists in implementing and administering disciplinary and termination procedures.
- Assists in managing and participating in the development and administration of the department budget. Estimates funds needed for staffing, equipment, materials, and supplies, and assists in directing the monitoring and approval of expenditures. Directs the preparation and implementation of budgetary adjustments as necessary.
- Prepares and presents staff reports and other necessary communications.
- Reviews and may sign higher-level department communication, including ordinances and contracts.





The Department

The Building and Equipment Services Department provides building and fleet support services to all City departments. The department has a total of 200 staff positions composed of administrative and fiscal services support staff, building trades, custodians, and vehicle and equipment technicians. BES is functionally divided among four divisions: Administration, Facility Management, Fleet Maintenance and Fiscal Management

Requirements

- Bachelor's Degree in engineering, architecture, construction management or facilities management
- Fifteen (15) years increasingly responsible professional experience in facilities management and operations.
- Ten (10) years administrative or supervisory responsibility at the senior managerial or executive leadership level.
- Registered Professional Engineer in the State of Texas preferred

The Ideal Candidate

The ideal candidate will be

- Skilled leader and manager with a proven track record of motivating and developing staff.
- Politically astute with the ability to communicate with staff, contractors and elected officials.
- A strong multi-tasker with the ability to analyze situations quickly and objectively in order to determine proper course of action or alternatives
- A results-oriented leader possessing excellent communication and presentation skills, with the ability to establish and maintain effective working relationships with internal and external customers.

The ideal candidate will have

- Knowledge of operational characteristics, services, and activities of comprehensive facility management operations.
- Knowledge of organization and management practices as applied to analysis and evaluation of programs, policies and operational needs.
- Knowledge of principles and practices of municipal budget preparation and administration.

The Community

Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.32 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government and the convention and tourism industry.

The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high-quality housing, and low utility rates to owners are among the substantial cost-of-living advantages of this culturally unique city.

The world famous River Walk is the single most visited site in all of Texas. The second most visited Texas site is the historic Alamo, only a short distance away from the River Walk.

Major theme parks include Sea World of Texas and Six Flags Fiesta Texas. San Antonio is rich in recreational and cultural opportunities and is home



Compensation & Benefits

Offered salary will be dependent on the selected candidate's qualifications and education (DOQE). The City also offers an attractive benefits package including:

Executive Car Allowance – Executives receive a monthly car allowance of \$500.

Cell Phone Allowance – Executives receive a monthly cell phone allowance of \$70.

Health Care – The City offers two health care plan options which offers employees a choice of deductible, co-insurance and co-payment levels.

Retirement – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times employee contribution. Employees become 100% vested after 5 years of service.

Deferred Compensation – The City offers two voluntary Section 457 Deferred Compensation programs including a match up to 2% of the annual salary. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.

Life Insurance – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.

Holidays – 13 Holidays

Leave/Vacation – City Employees receive Annual and Personal leave; accrual based on seniority.

Relocation Assistance – Available.

To Apply

If you are interested in this outstanding opportunity, please send cover letter, resumé, references and salary requirements to:

saexecsearch@sanantonio.gov

This position is open until filled; however, the first review of resumes will be Monday, February 29.

Following the first review date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

For additional information please contact:

Joel Jenks, Executive Recruiter
City of San Antonio
Human Resources Department
P.O. Box 839966
San Antonio, TX 78283
Phone: (210) 207-5173

Please note: Under the Texas Public Information Act, information from your resumé may be subject to public disclosure.

The City of San Antonio is an Equal Opportunity Employer.

