

Department of General Services

Facilities Maintenance Deputy Division Chief (Contractual Position)

Position Overview

The Deputy Division Chief functions as a member of the General Services Facilities Maintenance Division. The duties and responsibilities include overseeing the day-to-day management of administrative matters for the Facilities Maintenance Division; develop administrative tools to improve operations; coordinate and manage contracts for the Division; work with the Bureau of Purchases in order to provide specifications for types of services needed; develop, review, and revise division policies and procedures and SOPs; assign, review, and approve the work of subordinates.

Education and Experience

Applicants must possess a Bachelor's degree in Business Administration, Public Administration, Management, or related field from an accredited college or university and 6 years of experience in professional-level administrative, operations, or technical work. Applicants may have an equivalent combination of education and experience.

Previous work lead experience may be required.

Compensation

The salary for the position is between \$70,000 and \$77,000, commensurate with level of experience.

Candidate Desirables

- Knowledge of the principles and practices of public and business administration and management, including the process of planning, organizing, staffing, directing and controlling.
- Knowledge of methods and procedures for the collection or organization, interpretation and presentation of information.
- Knowledge of the basic principles of accounting, budgeting, fiscal controls and statistics.
- Knowledge of management practices and methods.
- Ability to adapt and apply the concepts and techniques of administrative analysis to the needs of specific projects.
- Ability to identify problem areas and recommend appropriate solutions based on logical consideration of alternatives.
- Ability to interpret and apply a variety of laws, rules, regulations, standards and procedures.
- Ability to prepare and present reports or recommendations clearly and concisely.
- Ability to compile financial and operational data and to analyze charts and reports and statistical and budgetary statements.

- Ability to coordinate the activities of various organizational units.
- Ability to plan, organize and direct the work of others.
- Ability to research and write complex narrative and statistical reports
- Ability to speak and testify effectively before governmental and legal bodies and commissions, the media and community and business groups.
- Ability to establish and maintain effective working relationships with city officials, community and business groups.

This is a temporary position that will last for up to one year. Work hours are Monday-Friday from 8:30 a.m.-4:30 p.m.

For consideration, please send resume referencing the job title to:

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