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DEPARTMENT OF
GENERAL SERVICES

CITY OF SACRAMENTO
CALIFORNIA

5730 - 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

OFFICE OF THE DIRECTOR

916-449-5548

June 7, 1990

DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
PROCUREMENT SERVICES

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

**SUBJECT: REPORT BACK ON ASSISTANT DIRECTOR
OF GENERAL SERVICES POSITION**

SUMMARY

This report is in response to the Committee's request at the FY 90-91 Operational Budget Hearing for General Services on May 22, 1990 for information regarding how the subject position is intended to be utilized.

BACKGROUND

Since its establishment in FY 81-82, the activities and responsibilities of the Department, which is the fifth largest City department, have increased significantly.

- o FY 84-85 - The Facility Development Section was created, transferring architects, engineers, and inspectors (9 FTE) associated with City facility construction and remodeling from the Public Works Department.
- o FY 85-86 - The Communications Division was established to centralize all communications service functions - telephone systems, two-way radio systems, data transmission, and fire alarm system - under the direction of one activity. The fire alarm function was transferred from the Facility Management Division. Telephone communications was transferred from the Support Services Division, and radio communications was transferred from Public Works Engineering.

Re: Report Back on Assistant Director
of General Services Position

June 7, 1990

- o FY 88-89 - The responsibility for administration of the City's Minority/Women Business Enterprise (M/WBE) Program was incorporated into the Department's functions.
- o Environmental requirements (emission standards, underground fuel tanks, etc.).
- o Staffing has increased from the FY 81-82 level of 163.5 full time employees to the FY 90-91 level of 227.35 - an increase of 39%. During this period, General Services Administration has added two administrative support positions (Sr. ASO and AA I/II), but no line positions. (See Exhibit I for Administration.)

Due to the growth of the department and increases in responsibility, the Senior Administrative Services Officer (ASO) no longer provides the level of responsibility, knowledge, and authority required to assist the Director in the administration of the Department. (See Exhibits II and III.) The Senior ASO, which has been vacant for twenty-three months, functioned more as an Operations Supervisor in special assignment coordination (i.e., M/WBE Program Management, Special Projects, etc.).

The proposed reallocation of the Sr. ASO staff position to that of Assistant Director of General Services, a line position, will provide the full range of duties required by the Department. Specifically, the Assistant will manage the daily activity of the Department, coordinate divisional activities, act as a liaison between General Services and City departments, and be responsible for the overall preparation and management of the annual budget, personnel matters, purchasing, etc.

This change will relieve the Director from day-to-day activities and allow him to focus on the long range departmental planning required to maintain adequate services to the City activities we serve, and allow him to work more closely with fellow department directors on strategies for meeting the City's goals and needs, both immediate and in the future. (See Exhibits IV and V.)

When compared with other cities of comparable size and responsibilities, Sacramento's Department of General Services is the only one without an Assistant/Deputy Director of General Services.

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FINANCIAL

The financial impact on the reallocation of the Sr. ASO to that of an Assistant Director of General Services would approximate \$11,800 for FY 90-91.

RECOMMENDATION

This report is for the Committee's information.

Respectfully submitted,


Frank Mugartegui
Director of General Services

For Committee Information:



For
Jack Crist
Deputy City Manager

June 19, 1990

Contact person: Frank Mugartegui - 449-5548

Enclosures

A11287

EXHIBIT I

DEPARTMENT OF GENERAL SERVICES
ADMINISTRATION STAFFING HISTORY

<u>Position</u>	<u>FISCAL YEAR</u>						<u>Comments</u>
	<u>81-82</u>			<u>86-8</u>	<u>88-89</u>		
	<u>THRU</u>	<u>83-84</u>	<u>84-85</u>	<u>THRU</u>	<u>THRU</u>	<u>90-91</u>	
Director of General Services	1	1	1	1	1	1	
Secretary	1	1	1	1	1	1	
Asst. Dir. of General Services						1	Reallocation of Sr. ASO
Sr. Admin. Services Officer			1	1	1	<1>	Sr. ASO added 4th year of operation
Admin. Analyst I/II				1	1	1	AA I added 5th year of operation
Account Clerk I/II					1	1	Account Clerk II transferred from Central Stores
M/WBE Program							M/WBE Program
Admin. Analyst I/II					1	1	responsibility added to
Typist Clerk I/II					1	1	General Services FY 88-89
Energy Systems Coordinator	1	<1>					Energy Systems Coordinator transferred to Facility Management Division
TOTAL FTE	<u>3</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>7</u>	<u>7</u>	

City of Sacramento

June 1990

ASSISTANT DIRECTOR OF GENERAL SERVICES
(Exempt)

DEFINITION:

To assist the Director of General Services in the planning, organization, and direction of the department. Directs departmental administration including budgeting, personnel, payroll, and general office administration.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Director of General Services. Responsibilities include the direct and indirect supervision of administrative, professional, technical, and clerical personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Assist the Director in development and implementation of departmental goals, objectives, plans, policies, and procedures.
- Plan, organize, coordinate, and direct various departmental programs as assigned by the Director.
- Under direction of the Director coordinate annual budget preparation of the divisions for review and approval; monitor expenditures and changes throughout the year; and assist in budget presentation.
- Participate in negotiations with employee organizations, representing the Director.
- Make field inspections of facilities and equipment for purposes of improving the department's efficiency and level of maintenance.
- Coordinate General Services' activities with other City departments, divisions, and sections.
- Provide leadership and staff support in the development of effective departmental management and administrative systems.
- Prepare a variety of reports, correspondence, and studies.
- Respond to inquiries and complaints.
- Serve as Acting Director of General Services in the absence of the Director.
- Represent the Department at City Council meetings and hearings as required.
- Perform related duties as assigned by the Director of General Services.

QUALIFICATIONS:Knowledge of:

- Public administration, personnel management, administrative analysis, budgeting, office automation, and office procedures.

- Principles of municipal administration and organization.
- Principles and practices of public financing, purchasing, central stores, central services, communications, facility maintenance, facility development, and City fleet operations in providing services to City departments.

Ability to:

- Plan, organize, direct, and evaluate programs.
- Select, train, supervise, and evaluate the work of employees in various professional and non-professional assignments.
- Analyze and resolve complex administrative problems.
- Prepare comprehensive and detailed reports.
- Write internal and external correspondence.
- Collect and analyze data and present recommendations to the Director.
- Develop comprehensive reports on issues dealing with the department (internal and external).
- Establish and maintain effective and cooperative working relationships with division chiefs, other departmental employees, other City departments, divisions, or agencies, and the public.
- Relate effectively with public in hearing questions, complaints, suggestions and resolving problems.

Experience and Education:

Experience:

Five years of considerable administrative-management experience in a local government agency in the following areas: budgeting, planning, financial analysis, and computers, at least three years of which have been directly related to support operations in providing services to City departments.

Education:

A Bachelor's Degree from an accredited college or university with a major in public administration, business administration, or a closely related field.

Adopted:

Revised:

Title Change:

Abolished:

Class Code: 01

City of Sacramento

July 1984

SENIOR ADMINISTRATIVE SERVICES OFFICER
(Exempt)

DEFINITION:

Plan, direct, and supervise the administrative services of one of the largest departments. The work includes complete responsibility for administrative functions exhibiting a broad scope of authority and a wide range of complexity.

DISTINGUISHING CHARACTERISTICS:

This is the highest level administrative services classification. Positions in the next lower classification of Administrative Services Officer handle the work of a medium size department or one of the largest divisions. An incumbent is responsible for directing administrative functions including budget preparation, management practices and procedures, procurement and office support services including clerical and professional personnel. Responsibilities also include coordinating all necessary services and activities with other City departments and outside agencies.

SUPERVISION RECEIVED AND EXERCISED:

Direction is provided by a department head. Assignments require direct and indirect supervision of lower level professional, technical, and clerical personnel.

EXAMPLES OF DUTIES:

Depending upon assignment, duties may include, but are not limited to, the following:

Plan, coordinate, supervise, and participate in administrative services including personnel, budget, methods and procedures, procurement and various office services.

Confer with department heads, division chiefs, members of professional staff and other officials concerning the administrative needs and requirements of departmental programs, policies, rules and regulations.

Develop, amend, and interpret existing policies, procedures and regulations concerning administrative matters.

Maintain effective working relationships with other City departments and outside agencies involved in the activities of the department.

QUALIFICATIONS: (Continued)

Education:

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration or a closely related field.

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Special Qualification:

A valid California Class III Driver License is desirable in order to work in this classification. Individuals who do not have such a license are eligible for employment in this classification.

Adopted: 8/31/84

Revised:

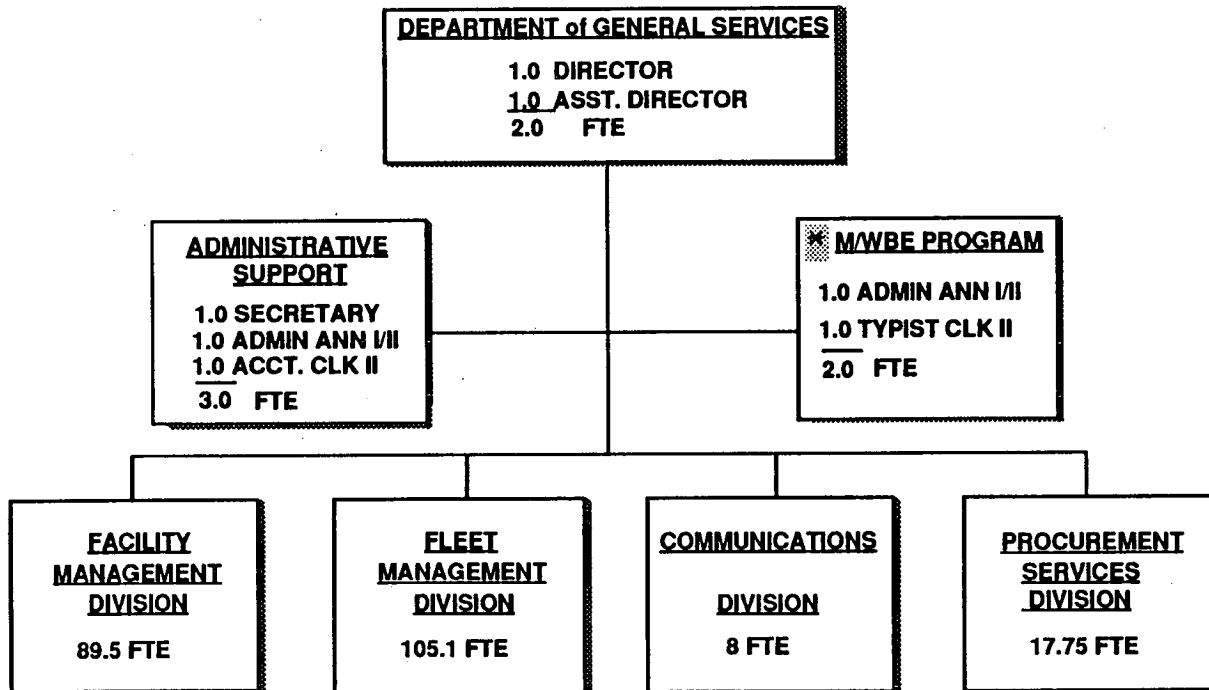
Title Change:

Abolished:

Class Code: 01138

City of Sacramento
 Department of General Services
PROPOSED TABLE OF ORGANIZATION

MAY 1990

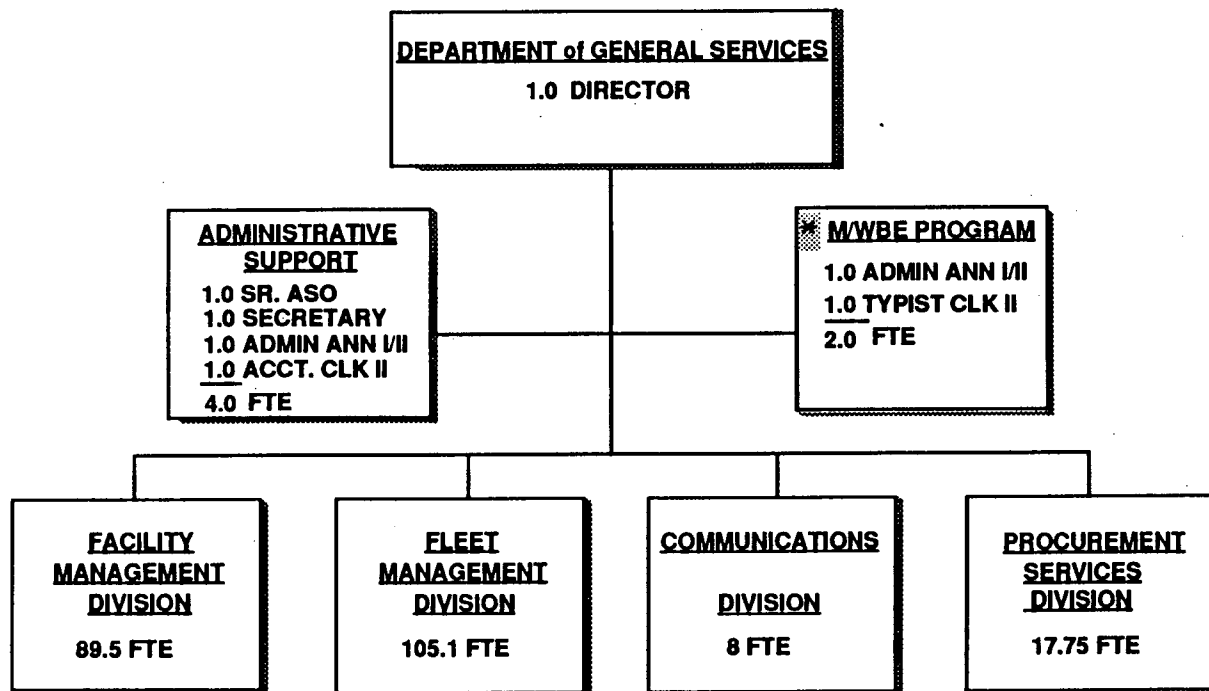


Department Staffing

Administration	7.0
Communication Division	8.0
Facility Management Division	89.5
Fleet Management Division	105.1
Procurement Services Division	17.75
Total Department FTE:	227.35

* NOTE: The Assistant Director of General Services would assume the responsibility for overseeing the M/WBE program when the position is filled.

City of Sacramento
 Department of General Services
CURRENT TABLE OF ORGANIZATION
 MAY 1990



Department Staffing

Administration	7.0
Communication Division	8.0
Facility Management Division	89.5
Fleet Management Division	105.1
Procurement Services Division	17.75
Total Department FTE:	227.35

* NOTE: Due to the 23 month vacancy of the Sr. ASO position, the Procurement Services Manager has assumed the responsibility for overseeing the MWBE program.