

1 BEFORE THE BOARD OF SUPERVISORS  
2 OF THE COUNTY OF FRESNO  
3 STATE OF CALIFORNIA  
4 ORDINANCE NO. \_\_\_\_\_  
5

6 AN ORDINANCE ADOPTING CHAPTER 2.11 OF THE ORDINANCE CODE OF  
7 FRESNO COUNTY, "GENERAL SERVICES DEPARTMENT."

8 The Board of Supervisors of the County of Fresno ordains as follows:

9 **Section 1.** Chapter 2.11 of the Ordinance Code of Fresno County, entitled "GENERAL  
10 SERVICES DEPARTMENT," is adopted, as follows:  
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12 **2.11.010 – Department created.**

13 There is created a department of the County, which department shall be known and  
14 designated as the General Services Department, hereinafter in this chapter referred to as the  
15 "Department."  
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17 **2.11.020 – Director of General Services**

18 The Department shall be under the direction and management of the Director of the General  
19 Services Department, hereinafter referred to in this chapter as the "Director," who shall be a  
20 County officer and department head. The Director shall appoint all employees of the  
21 Department.  
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23 **2.11.030 – General duties.**

24 The Director shall be responsible for directing the County's general services operations, which  
25 provide centralized county support services to County departments. These services include:  
26 Security, Facility Services, Purchasing and Fleet Services.  
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28 **2.11.040 – Specific duties.**

1 The Director's duties shall include, but not be limited to, the following:

2 A. All duties prescribed by Ordinance, the Board of Supervisor's administrative policies,  
3 County Administrative Officer's management directives, personnel rules, salary  
4 resolution and operative resolutions of the Board of Supervisors and the County  
5 Administrative Office policies to be performed by the Director to carry out the general  
6 services functions of the County;

7 B. Appoint all employees of the Department and the keeping of such personnel records as  
8 may be prescribed by County rules, resolution and regulation, and state law;

9 C. Plan for the Department's operations, including facility requirements, in consultation with  
10 the County Administrative Officer or designee;

11 D. Receive direction from the Board of Supervisors and County Administrative Officer  
12 regarding broad policies and goals;

13 E. Establish and implement departmental objectives and goals, policies, and procedures;

14 F. Provide high quality, effective and timely services to County departments;

15 G. Provide administrative direction to division managers regarding the operations of their  
16 respective divisions;

17 H. Confer with the Board of Supervisors and County Administrative Officer in resolution of  
18 operational issues; advises and directs staff in the resolution of operational issues to  
19 increase efficiency; and complies with departmental and County policy;

20 I. Direct the preparation and administration of the Department's budget; establishes short  
21 and long-term budget priorities and funding requirements; and may coordinate vendor  
22 activities, write and evaluate proposals, and negotiate and maintain contracts;

23 J. Represent the County in meetings with commissions, committees, community agencies  
24 and other public groups;

25 K. Supervise the preparation of reports, memoranda, correspondence, studies, research, or  
26 special projects;

27 L. Monitor changes in laws, policies, and regulations that impact operations, and provide  
28 recommendations to and consults with the County Administrative Officer on updates to

1 departmental and/or County operations to ensure compliance.

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3 **2.11.050 – Cost benefit.**

4 It shall be the policy of the County to adopt and provide services that are cost justified. All  
5 actions and recommendations of the Director shall be consistent with this policy. The Director  
6 shall continuously audit all systems to assure maximum cost effectiveness and take steps to  
7 insure the efficient and effective use of staff and/or other related resources.

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9 **2.11.060 – Coordinator.**

10 The Director may request each user department or public entity to designate a management  
11 level position to act as departmental coordinator to provide management liaison between the  
12 user department and the General Services Department. The user department coordinator will  
13 be responsible for assuring that the business continuation planning requirements of the  
14 Department are met.

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16 **2.11.070 – Reference to Internal Services Department**

17 Any and all reference in the County Ordinance Code to the “Internal Services Department”  
18 and which pertains to the services of the Department shall mean the General Services  
19 Department.

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21 **Section 2.** This Ordinance shall be effective thirty (30) calendar days following the Board of  
22 Supervisor’s adoption of this Ordinance.

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The FOREGOING was passed and adopted by the following vote of the Board of Supervisors of the County of Fresno this \_\_\_\_\_ day of \_\_\_\_\_, 2025, to wit:

- AYES:
- NOES:
- ABSENT:
- ABSTAINED:

\_\_\_\_\_  
Ernest Buddy Mendes, Chairman of the Board of Supervisors of the County of Fresno

**ATTEST:**  
Bernice E. Seidel  
Clerk of the Board of Supervisors  
County of Fresno, State of California

By: \_\_\_\_\_  
Deputy

FILE # \_\_\_\_\_  
AGENDA # \_\_\_\_\_  
ORDINANCE # \_\_\_\_\_