

FRESNO COUNTY ORDINANCE CODE

Chapter 2.11 – General Services Department

2.11.010 – Department created.

There is created a department of the County, which department shall be known and designated as the General Services Department, hereinafter in this chapter referred to as the "Department."

2.11.020 – Director of General Services

The Department shall be under the direction and management of the Director of the General Services Department, hereinafter referred to in this chapter as the "Director," who shall be a County officer and department head. The Director shall appoint all employees of the Department.

2.11.030 – General duties.

The Director shall be responsible for directing the County's general services operations, which provide centralized county support services to County departments. These services include: Security, Facility Services, and Purchasing and, Fleet Services, and Graphic Communication Services.

2.11.040 – Specific duties.

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

- A. All duties prescribed by Ordinance, the Board of Supervisor's administrative policies, County Aadministrative Officer's management directives, personnel rules, salary resolution and operative resolutions of the Board of Supervisors and the County Aadministrative eOffice policies to be performed by the Director to carry out the general services functions of the County;

- B. Appoint all employees of the Department and the keeping of such personnel records as may be prescribed by County rules, resolution and regulation, and state law;
- C. Plan for the Department's operations, including facility requirements, in consultation with the County Aadministrative Officer or designee;
- D. Receive direction from the Board of Supervisors and County Aadministrative Officer regarding broad policies and goals;
- E. Establish and implement departmental objectives and goals, policies, and procedures;
- F. Provide high quality, effective and timely services to County departments;
- G. Provide administrative direction to division managers regarding the operations of their respective divisions;
- H. Confer with the Board of Supervisors and County Administrative Officer in resolution of operational issues; advises and directs staff in the resolution of operational issues to increase efficiency; and complies with departmental and County policy;
- I. Direct the preparation and administration of the Department's budget; establishes short- and long-term budget priorities and funding requirements; and may coordinate vendor activities, write and evaluate proposals, and negotiate and maintain contracts;
- J. Represent the County in meetings with commissions, committees, community agencies and other public groups;
- K. Supervise the preparation of reports, memoranda, correspondence, studies, research, or special projects;
- L. Monitor changes in laws, policies, and regulations that impact operations, and provide recommendations to and consults with the County Administrative Officer on updates to departmental and/or County operations to ensure compliance.

2.11.050 – Cost benefit.

It shall be the policy of the County to adopt and provide services that are cost justified. All actions and recommendations of the Director shall be consistent with this policy. The Director

shall continuously audit all systems to assure maximum cost effectiveness and take steps to insure the efficient and effective use of staff and/or other related resources.

2.11.060 – Coordinator.

The Director may request each user department or public entity to designate a management level position to act as departmental coordinator to provide management liaison between the user department and the ~~G~~general ~~S~~services ~~D~~department. The user department coordinator will be responsible for assuring that the business continuation planning requirements of the ~~D~~department are met.

2.11.070 – Reference to Internal Services Department

Any and all reference in the ~~C~~ounty ~~O~~rdinance ~~C~~ode to the “Internal Services Department” and which pertains to the services of the ~~D~~department shall mean the ~~G~~general ~~S~~services ~~D~~department.