



City of South Bend

Vacancy Announcement

## **CHIEF ADMINISTRATION OFFICER (DIRECTOR OF CENTRAL SERVICES)**

**Category:** Full Time  
**Department:** Administration & Finance/Central Services  
**Reports To:** Deputy City Controller  
**Schedule:** Monday-Friday, 8:00 am-5:00 pm. Schedule may vary based on departmental needs including occasional work outside of normal business hours as needed.  
**Pay Rate:** \$80,000-\$90,000/yr. (Exempt)  
**Position:** **SUMMARY**

The Director of Central Services (the “Director”) is a member of the Department of Administration & Finance’s Leadership Team and is responsible for the execution of strategies for the maintenance and sustainable replacement of City assets – including facilities, vehicles, and equipment – and the management of all operations of the City’s Central Services Division (the “Division

### **SUPERVISION EXERCISED**

The Director supervises the equipment services, parts room, radio shop, and facilities management teams located in two (2) City facilities and comprised of both bargaining (Teamster) and non-bargaining City employees. In addition, the Director supervises one (1) Executive Assistant.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Contribute to the Administration & Finance Leadership Team’s strategic planning and performance evaluation efforts, with a leading focus on asset management.
- Serve as a strategic champion for the City departments’ shared goals in evaluating, acquiring, maintaining, modifying, disposing, and replacing City facilities, vehicles, and equipment for long-term stability, accountability, and cost-efficiency.
- Ensure the Division delivers high-quality, cost-effective, and timely services to both internal (City) and external customers on a daily basis.
- Develop and manage the Division’s annual budget, in consultation with the Controller’s Office and supported by the Division’s assigned fiscal officer.
- Guide the development and execution of informative reports and analyses for decision-making by the Division, the internal users of the Division’s services, the Controller’s Office, and the Mayor’s Office, including, but not limited to, information concerning the acquisition and maintenance costs associated with relevant City assets, the utilization of alternative fuels for vehicles, and the pursuit of available and sustainable revenue sources.
- Develop and implement all appropriate business processes, systems, and recordkeeping practices to ensure efficiency, effectiveness, and appropriate internal control within the operations of the Division, and ensure the Division’s adherence to all applicable policies and procedures of the City and the Department.
- Engage in all necessary and appropriate bargaining unit (Teamster) disciplinary or contract-negotiation proceedings.

### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform other duties and assume other responsibilities as apparent or as delegated.

## **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

- Position requires a bachelor's degree in business administration from an accredited four-year educational institution, or equivalent experience; master's degree in business administration preferred.
- A minimum of five (5) years of experience in asset management, project management, or related fields; relevant certification(s) preferred.
- A minimum of five (5) years of supervisory experience.

## **KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Thorough knowledge of best practices in the area of asset management.
- Working knowledge of facilities, vehicles, and equipment maintenance/repair procedures.
- Ability to initiate sound fiscal operation.
- Understanding of government budgeting.
- Ability to effectively supervise team members at a variety of levels and work collaboratively with City departments.
- Ability to assist with the formulation of department goals and objectives, prepare policy recommendations, and assist with the setting of departmental priorities.
- Ability to effectively utilize Microsoft Excel and other computer software systems to perform various quantitative analyses in the areas of program evaluation, financial and cost analyses, financial forecasting, and strategic planning.
- Ability to participate in virtual meetings through the use of applicable technology equipment.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Driver's License required.

## **EQUIPMENT**

Desktop and laptop computer, telephone, and other general office equipment (including but not limited to printers, copy machine, scanners, etc).

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

Work is performed in office settings, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office. Entire office is smoke free. Some work required in repair shop areas and other City job sites.

## **EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

## **TO APPLY**

All applications for currently posted positions can be submitted online at <https://southbendin.gov/employment> or at the application locations: 12th floor of the County-City Building (227 W. Jefferson Blvd.); Martin Luther King Jr. Recreation Center (1522 W. Linden); or Charles Black Recreation Center (3419 W. Washington St.).

**Pre-employment drug screen required**