

DUTY STATEMENT

ASSISTANT DEPUTY DIRECTOR, FACILITIES MANAGEMENT DIVISION

CEA, LEVEL B

Under the general direction of the Deputy Director, Facilities Management Division (FMD), the Assistant Deputy Director, is responsible for assisting in planning, developing and directing the building operation and maintenance of all 200 state owned building facilities including the State Capitol, the Legislative Office and the Legislative Office Building (LOB) Annex. The Assistant Deputy Director provides building management and administration operations, maintenance, custodial and repair services necessary to support the state's real estate assets. The incumbent serves as the state's property management expert over the state owned buildings.

ESSENTIAL FUNCTIONS

30% Serves as the state's real estate services management expert over state owned building facilities. The incumbent will develop and implement new policy to effect change in many areas related to these buildings such as: internal/external recruitment, hiring and retention practices; developing employee performance standards at all levels; re-engineering hiring practices to ensure the highest caliber of employees to effectively perform within the highly sensitive and political environments; the maintenance, repair, preservation, restoration and valuation of the state's assets such as historic artifacts and antiquities; and the maintenance, preservation, restoration, structural reinforcement, and cosmetic restoration of the all buildings including the historic buildings to ensure the state's assets are protected and preserved to ensure longevity for future generations. Provides policy advice to the Deputy Director, Facilities Management Division, Real Estate Services Division (RESD) management, Department of General Services (DGS) management, high-level staff within the State Capitol, the Legislative Office and the Department of Finance concerning proposed legislation that may impact the delivery of real estate services related to these buildings; provides leadership to develop and implement policy initiatives and practices new to California state government; and administers guidelines to ensure policies are applied consistently.

30% Serves as advisor to the Deputy Director, Facilities Management Division and executive management on the development of policies that have department wide impact, and ensures the development and implementation of those policies. Utilizes

strategic and creative measures to apply technical building management expertise when advising executive management on organizational issues. Ensures departmental compliance with applicable laws, rules, regulations, policies and procedures. Ensures legislative, court-related, and technological changes which impact the state's assets are reflected in departmental policies and procedures.

30% Builds strong business relationships internally and externally that add value to the department and the efficiency and effectiveness of its mission. Works closely with a wide variety of executive staff within RESD, DGS, the State Capitol, the Legislative Office, Department of Finance, contractors, departmental directors, etc., in making decisions and implementing the goals and objectives of the departmental strategic plan as related to protecting the state's assets of these historical buildings and holdings within. Develops annual and long-range goals and objectives to achieve the vision in protecting the state's assets.

10% Represents the department in conferences, meetings and hearings.