

# TOWN COMMISSIONER OF GENERAL SERVICES

**Department: General Services**

**Classification: Unclassified**

**Specification Number: 2400**

**Approved: 6/21/23**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

There are no minimum qualifications for this title as it is in the unclassified class.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this title is the Department Head who has the authority to appoint and remove all employees and the responsibility for the administration, planning, and coordination of all programs and operations of the department. The Commissioner is responsible for the overall supervision of all subordinate personnel in their performance and adherence to regulations and policies. In performing the duties of the position, the Commissioner exercises a considerable amount of independence in judgment and initiative. The work is reviewed through conferences and reports by the Town Board. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Appoints and removes all employees of the Department of General Services;  
Plans, supervises and implements all programs of the General Service divisions that may include Purchasing, Information Technology, Central Reproduction and Mailing;  
Stockroom and Custodial Services;  
Formulates departmental policy;  
Attends advisory meetings, interdepartmental and intergovernmental conferences or hearings;  
Reviews departmental operations through conferences, reports, and interviews with employees of the department to supervise the performance of departmental duties.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Excellent knowledge of the policies, regulations, methods, procedures and laws related to the Office of General Services; comprehensive knowledge of administration and supervision of personnel; good knowledge of the distribution and supply of materials, equipment, usage, and maintenance; good knowledge of data processing systems and capabilities; knowledge of inventory control; ability to plan, assign and supervise the work of subordinate personnel in a manner conducive to full performance and high morale; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.