



Current Project: Consolidated Forensic Laboratory



Current Project: 200 Eye Street, SE

THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES IS SEEKING:

Director

DISTRICT OF COLUMBIA GOVERNMENT

The District of Columbia Government is unique and extremely complex. As one entity, the District of Columbia Government provides services typically delivered elsewhere by states, counties, cities, and special taxing districts. The challenge for the District of Columbia is to navigate this jurisdictional complexity while facing decreasing revenues and increasing service needs. The District of Columbia operates under a strong Mayor-Council form of government, with the 13-member Council and Mayor elected to four-year terms. The Mayor and five Council members are elected at-large. The remaining eight represent the District’s eight diverse wards. The District of Columbia Government operates with a total of more than 30,000 employees and an overall operating and capital budget of \$11 billion.



THE COMMUNITY

Officially founded on July 16, 1790, Washington, D.C. is unique among American cities because it was established by the Constitution of the United States to serve as the nation’s capital. From the beginning it has been embroiled in political maneuvering, sectional conflicts, issues of race, national identity, compromise, and, of course, power. The District of Columbia is 68.3 square miles and is home to more than 600,000 residents and nearly 1 million daily commuters and visitors. The District of Columbia also hosts 18 million visitors annually, ranging from world leaders and diplomats to school children learning about our government system and its roots. Most visitors think of the District of Columbia in terms of famous places like the White House, the Smithsonian, the Washington Monument, the Capitol, Supreme Court, The Kennedy Center for the Performing Arts, the Lincoln Memorial and the many other national memorials that are so recognizable as part of America’s image.

Beyond the major tourist attractions, hallowed monuments and excitement of national government activities is a truly diverse city with charming neighborhoods, a burgeoning economy and a desire to provide the best services possible to its citizens and visitors. The District of Columbia is a community that is working hard to build and sustain neighborhoods while strengthening services to children, youth, seniors, families and individuals.



Vincent C. Gray, Mayor



THE AGENCY

The mission of the Department of General Services (DGS) is to support the District of Columbia's Government and residents through the economical and efficient management of the District's real property assets by providing a more standardized and effective system of developing, maintaining, and managing government facilities.

DGS was created by the Budget Support Act of 2011 and has a budget of \$354 million and 713 full time employees. The creation of DGS consolidates certain facilities construction and maintenance functions and promotes management efficiency in the District's real estate investments and interests. DGS improves the efficiencies of basic services, while removing redundancies, to provide the most cost-effective management and ensure the best value of the District of Columbia's property acquisition, construction and maintenance resources. DGS manages the capital improvement and construction program for the District of Columbia's Government facilities, which includes the development and construction of new government-owned facilities consisting of the District of Columbia Public Schools (DCPS), recreation centers, office buildings, etc. DGS is responsible for real property for government use, managing space in buildings operated or leased by the District of Columbia Government, and providing building services for facilities owned and/or operated by the District. DGS is comprised of six core divisions, each with its own unique objectives.

DIVISIONS INCLUDE:

- Portfolio**- Strategically managing the District of Columbia's owned and leased real estate assets in support of D.C. agency clients and D.C. residents;
- Facilities**- Providing clean and welcoming environments for the District of Columbia's agency employees and residents doing business with the D.C. Government;
- Construction**- Building and capital repairs to meet the District of Columbia's facility needs for schools and all other buildings;
- Contracting and Procurement**- Procuring vertical construction and real estate-specific services for the District of Columbia's agencies;
- Protective Services**- Creating an atmosphere of safety in the District of Columbia's agency facilities for all government employees and residents; and,
- Sustainability and Energy**- Adherence to sound green practices in the design, construction, and use of facilities.

The agency is also responsible for selling and leasing other District of Columbia real property.



KEY PRIORITIES

- Assess and develop a comprehensive plan for facilities under current management that addresses building management, safety concerns, maintenance requirements, capital improvement plans, funding, and budgetary needs.
- Construct a strong leadership team (including assessing current senior staff) to provide management guidance using performance-based budgeting systems that enable DGS to function at maximum capacity.
- Develop an organization structure that focuses on service delivery, accountability, staff development, and responsiveness in a timely and cost efficient/effective manner. Ensure the adequacy of fiscal and operational controls.

THE POSITION

The District of Columbia Government is seeking a Director to lead the newly created Department of General Services (DGS). This position is located in the Office of the City Administrator. The Director of this newly created agency will serve as the principal advisor to the City Administrator and other cabinet-level appointees on the maintenance, repair, construction, lease, security, portfolio and asset management, and renovation of D.C. Government buildings, facilities, and real estate properties, including District of Columbia Public Schools (DCPS) facilities, as well as equipment under DGS's control. The Director is empowered with broad latitude and authority in managing DGS's programs within the framework of applicable laws, regulations, procedures, and policies.

ESSENTIAL DUTIES:

(This list is a representative sample; position assignments may vary).

- Advises and updates the City Administrator, Council members, the District of Columbia residents and other constituents and stakeholders, other cabinet-level persons, the Deputy Mayor for Education, and/or the Chancellor of DCPS on all aspects of facilities modernization and construction.
- Maintains federally and locally required quality control functions to prevent waste and abuse in payments and billing systems.
- Develops annual operating and capital budgets.
- Develops and evaluates legislation affecting DGS's responsibilities.
- Reviews operations, functions, policies, regulations and organizational concepts to advance DGS's objective of becoming a performance-based organization.
- Identifies short- and long-term staffing needs to ensure effective program implementation.
- Provides direction and supervision to staff in the development of technical, leadership, and management skills.
- Provides technical expertise and direction on policy and program related issues that have potential financial, legal and/or other ramifications.



Experience & Training

The ideal candidate will possess a Bachelor's degree in engineering, public administration, business administration, or a related field. An appropriate advanced degree is desirable. The ideal candidate should have a minimum of ten (10) years progressively responsible experience in overseeing large-scale programs related to building/facilities maintenance and operations, project and construction management, fixed asset management; plus seven (7) years supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

The Director must have extensive knowledge of construction procedures, principles, markets, and values in the greater Washington, D.C. metropolitan area, as well as area municipal building ownership, operations, maintenance, and facility repairs. Extensive knowledge of portfolio and real estate asset management is required.

In summary, the District of Columbia is looking for a leader who combines a general services background with a philosophy of service excellence and human relations skills that will add value to the overall goals of the City in general and the Department of General Services specifically.



Compensation & Benefits

The District of Columbia has established an annual salary range of up to \$179,000 for this position. An outstanding program of benefits awaits the successful candidate, plus the opportunity to work with a progressive team committed to improvement in the living and working conditions of the District of Columbia. The chance to live and work in one of the most dynamic, challenging, and culturally interesting communities in the United States is an added benefit for the selected individual.

This position is open until filled.

However, the first screening date will be in early February.

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TO APPLY

To apply electronically submit cover letter & resume to:

Mr. Kenyatta Uzzell

POLIHIRE

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Archive Project: DDOT Half Street Headquarters at 55 M St