



COMMONWEALTH OF VIRGINIA

DEPARTMENT OF GENERAL SERVICES

DIRECTOR

ABOUT VIRGINIA DEPARTMENT OF GENERAL SERVICES

The Department of General Services makes it easier for government to do business, and Virginians to do business with government, by providing a broad range of services to other state agencies, institutions of higher education, local governments, businesses, and citizens. DGS provides the services that allow agencies to direct their energies toward their core mission without having to worry about the logistics of the operation

The department is comprised of multiple business units, each specializing in a core function of government.

- › The Division of Purchases & Supply (DPS) manages statewide procurement services; operates the electronic procurement system; eVA; establishes policies & procedures for non-professional and non-technology procurement; and manages the Virginia Distribution Center
- › The Division of Consolidated Laboratory Services (DCLS) is Virginia's public health & environmental laboratory, performing over 9 million tests annually for state agencies, local governments, federal agencies and other states
- › The Division of Real Estate & Facilities Management (DFRM) manages the Commonwealth's real estate portfolio, oversees the management, maintenance and operation of buildings and ground in and around Capitol Square, and runs the state employee parking and building access system
- › The Division of Engineering and Buildings (DEB) serves as the Building Official for all construction on state-owned property
- › The Office of Construction for Special Projects provides project management services for construction projects at the seat of government and throughout the commonwealth
- › The Office of Fleet Management Services (OFMS) operates and maintains a centralized fleet of approximately 4,000 vehicles and oversees roadside assistance, maintenance and repair for vehicles owned and leased by enrolled public bodies
- › The Office of Graphic Communication (OGC) offers quality print and internet communication services to state agencies and other public bodies
- › The Office of Surplus property programs, including warehouses in Richmond and Wytheville and a retail store in Wytheville
- › State Mail Services (SMS) provides postal services at the seat of government
- › DGS also manages the OnTheSquareVA employee engagement program

SERVING GOVERNMENT. SERVING VIRGINIANS.

The Department of General Services (DGS) was created in 1976 by the merger of four existing service agencies in the Commonwealth of Virginia and is one of the Commonwealth's central administrative agencies.

DGS provides a variety of specialized services to government agencies, businesses and citizens. The agency has more than 600 employees who are responsible for the renovation and construction of state-owned facilities; the operation of statewide electronic procurement and system; analytical laboratory testing; the buying, selling and leasing of real estate properties; the management of a statewide fleet; the selling of state and federal surplus property the graphic communications needs of public bodies; and the delivery of mail at the seat of government located in the Capitol Square.

CODE OF ETHICS

As an employee of the Department of General Services:

"I am committed to the highest ideals of professionalism and the stewardship of public resources;

I will not hold financial interests that conflict with the conscientious performance of duty;

I will act impartially and not give preferential treatment to any private organization or individual;

I will disclose waste, fraud, abuse, and corruption to the appropriate authorities;

I will uphold these principles demonstrating professional integrity and be conscious that public service is a public trust; and

I will conduct myself at work in a manner consistent with the Commonwealth's Standards of Conduct for Employees, applicable agency regulations and policies, and the policies of the Department of Human Resource Management

DGS SERVICE GOALS

- › Lead the way in charge and innovation
- › Improve their customers' business processes
- › Strengthen their customers' safety and security condition
- › Provide cost effective and efficient services
- › Effectively develop, manage, and preserve state resources



CONSOLIDATED LABORATORY SERVICES

Over 7 million scientific tests performed annually



ENGINEERING AND BUILDING

Over 6.5 million square feet of facilities managed



FLEET MANAGEMENT

Over 3,800 fleet vehicles with 39 million+ miles driven at a cost of 13 cents per mile



GRAPHIC COMMUNICATIONS

100% of 2016 customer survey respondents are satisfied with OGC services



PURCHASES AND SUPPLY

7.6 million order in eVA since 2001 representing \$64 billion in spend



REAL ESTATE SERVICES

11,000 owned buildings with 130 million square feet of space



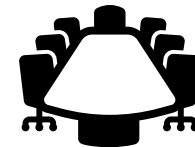
STATE MAIL SERVICES

Over 2.7 million pieces of mail handled annually



SURPLUS PROPERTY MANAGEMENT

Over 14,000 customers served annually



VIRGINIA DISTRIBUTION CENTER

\$11.7 million in cost avoidance using VDC versus other sources in FY16



POSITION DESCRIPTION – DIRECTOR

Salary Range: \$185,000 \$203,000

The Director of General Services is accountable for providing vision and leadership to a complex agency that provides a broad range of services to state agencies and selected internal and local governments. Some services are mandated by statute, others are requested by state government agencies, institutions of higher education, and local governments. The Director of General Services is responsible for developing strategies, policies and procedures that promote the effective coordination of general services across the Commonwealth. The focus of the strategy is to maximize value and to effectively and efficiently execute responsibilities of the Department.

The Department includes the following functions:

- › Statewide Procurement Services through statewide contracts for use by agencies and local governments
- › Development and maintenance of Procurement policies and procedures consistent with the Virginia Public Procurement Act for non-professional and non-technology products and services
- › Certification of procurement officers within agencies to conduct specific agency procurement functions
- › Consolidated Laboratory Services, performing over 9 million tests annually for Virginia state agencies, local governments, federal agencies and other states
- › Real Estate Portfolio Management of the state's real estate leases and owned properties including space planning standards, disposition of surplus property, identification of underutilized property
- › Maintenance and Operation of buildings and grounds in and around Capitol Square including state employee parking and building access systems
- › Building Official for all construction on state-owned property
- › Project Management of construction projects on Capitol Square and selected projects designated by the General Assembly
- › Fleet Management Services of approximately 4,000 vehicles including roadside assistance, maintenance and repair for vehicles owned and leased by enrolled public bodies
- › Surplus Property Management Virginia's federal and state surplus property programs, including warehouses in Richmond and Wytheville and a retail store in Wytheville
- › Printing and Mail Services

POSITION DESCRIPTION – DIRECTOR

Salary Range: \$185,000 \$203,000

Key Responsibilities & Accountabilities

- › Ensure general services strategy aligns with and supports Commonwealth leadership priorities.
- › Collaborate with Administration and Agencies on effective management of state assets through creative and forward-thinking management.
- › Stay abreast of relevant economic, industry, and supply market conditions to update strategy.
- › Understand and maintain awareness of best practices.
- › Connect and regularly coordinate with stakeholders including regulators, internal and external customers.
- › Create a talent management process in coordination with HR to ensure that the right resources are in place.
- › Manage the skills and competency development of staff, including training development and knowledge management capabilities.
- › Manage the strategic process and provide an environment that enables the success of individual teams (stakeholder management, review and pressure test savings hypotheses, etc.).
- › Direct, review, and approve all major department decisions.
- › Provide strategic guidance and develop programs, policies and procedures to produce efficiencies and reduce expenses through strategic sourcing.
- › Build and manage a support organization.
- › Develop benchmarks and scorecards to be used for continuous improvement.

Key Measures

- › Delivery of economies of scale and cost savings opportunities
- › Meet agreed to operational budgets for general services functions
- › Meet or exceed agreed to service level agreements for general services functions
- › Supplier performance on time and budget, in full, at or above expectation
- › Effectiveness of communications and organizations performance
- › Customer satisfaction



POSITION DESCRIPTION – DIRECTOR

Salary Range: \$185,000 \$203,000

Knowledge/Skills

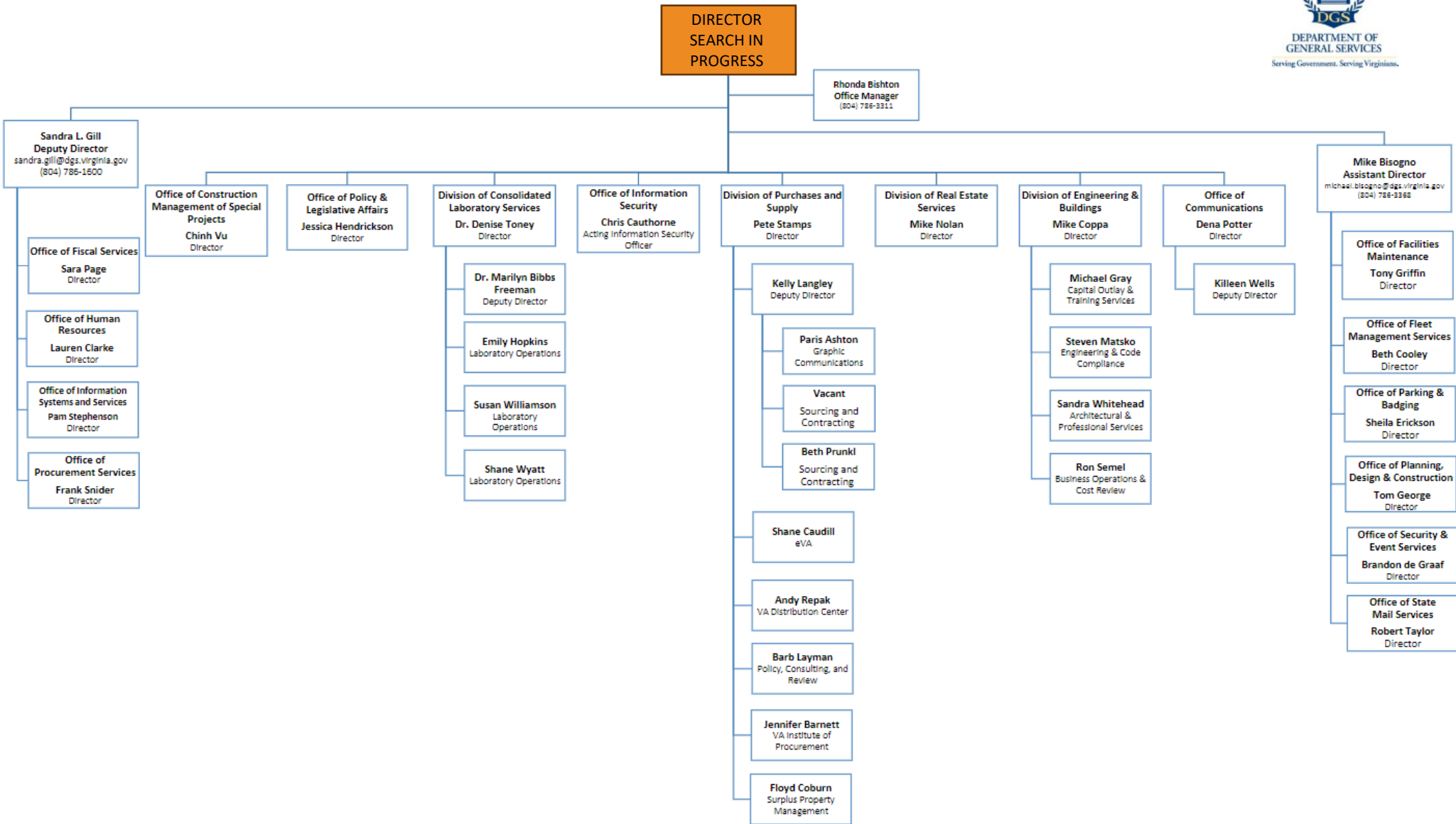
- › 3 – 5 years of management consulting experience, plus a minimum of 3 – 5 years of management experience or 8-10 years of management experience.
- › Change management skills and self-awareness to take varying approaches with a dynamic set of stakeholders (e.g., expert model vs. facilitative model)
- › Proven ability to lead and motivate a team, strong interpersonal skills including written and oral communication skills, strong negotiation skills, exceptional analytical skills, high energy level, and a bias towards action.
- › Excellent communication skills and even better listening skills that allows for the “voice of the internal customer” and to understand the culture.
- › Familiarity with relevant legislative and regulatory requirements, as well as understanding of implications to effective delivery of services to mitigate legal risk.
- › A BS/BA in business/finance/facilities/construction management or equivalent years of experience.



TO APPLY:

If you think your qualifications are a match and you are interested in further pursuing this position, please click [HERE](#) to view the entire job description and formally apply.

STRUCTURE



Benefit	Employer/Employee Paid
Health Plans	<p>There is an option to choose from <u>a variety of health plan options</u> that can include:</p> <ul style="list-style-type: none"> • COVA Care • COVA Healthaware • COVA HDHP • Kaiser Permanente HMO • Optima Health Vantage HMO • Tricare
PTO	<p>Leave is determined by <u>Governor Glen Youngkin’s Leave Policy</u> with possible additional family person and sick leave dependent on the retirement plan selected.</p> <p>13 paid holidays</p>
Retirement	<p>Choice of two plans</p> <ul style="list-style-type: none"> • <u>Optional Retirement Plan for Political Appointees</u> • <u>Hybrid Retirement Plan</u>

A REASON TO CHOOSE A CAREER WITH THE COMMONWEALTH OF VIRGINIA

Opportunity For Impact

This is a highly visible and transformative role for the Commonwealth

Great Benefits

“We offer an excellent package of benefits to help you take care of you and your family.”

Right here in the Richmond region, an eclectic culture has popped up through the cobblestones. Here, murals cover the walls of local restaurants and shops. Richmond has charming neighborhoods like the Fan District, which was named one of The South's Best Neighborhoods by *Southern Living*. Major art museums draw national attention. Artisans share their talents in shops and markets. Food is an art here, too. In fact, *National Geographic* put Richmond on their list of the world's – yep, the world's – “top 10 places to travel for food.”

Running through it all: the James River. You can whitewater raft through downtown on its class III and IV rapids. Bike the Virginia Capital Trail – it runs right alongside the James. Or, just hang out on the river rocks with your dog. People enjoy Richmond's intricate canals and easy access to the James River. It also has an abundance of up-and-coming nightlife and neighborhoods.

Richmond is a place of stories, with 300+ historic markers to prove it. A place of architectural eye candy. Richmond is a particularly walkable city, and you can easily spend a day wandering its beautiful streets and admiring its stunning, well-preserved architecture. A place where you can drive from one great experience to another, and it's within a day of most of the east coast. So read on. Dive in like a local.

Virginia's capital city has it all. From buildings that date back to as early as 1742 to plentiful outdoor green space and a wide selection of modern craft breweries, this city has a lively mix of old and new. Richmond is an up-and-coming destination for those interested in visiting Virginia.

Richmond has a deep and rich culture, wrenched from history, art, diversity, and unleashed creativity. There's a lot more than eye candy in this beautiful place. There's conversation – dialogue about the works of art, the nation-shaping events that happened here, and how it all creates who we are.

Richmond has a huge (and free) art museum, the Virginia Museum of Fine Arts, with barrier-breaker art like Kehinde Wiley's Rumors of War Statue. Next door is the Virginia Museum of History and Culture. Drive past the monuments to check out the Children's Museum of Richmond, the Science Museum of Virginia, and the Institute for Contemporary Art at VCU. Peppered between all these attractions are more than 100 murals, dancers, designers who are changing the fashion world, and musicians who draw crowds from all over. Richmond has concerts and festivals. Richmond is a destination with art at its epicenter.



Richmondgov.com
Visitrichmondva.com

ABOUT RICHMOND, VIRGINIA

FACTS & FIGURES

- › 23,000 residents have moved to Richmond since 2010
- › 18% of households do *not* own a car
- › People biking or walking to work nearly doubled since 2000
- › New GRTC bus system triples number of residents within ½ mile of a frequent bus
- › 74 Walk Score
- › 75% of Richmonders live within a 10-minute walk of a park
- › There are nearly 3,000 acres of parkland in the City
- › Annual Rent Growth Up 3%
- › 7 Bus Stops Downtown

Venturerichmond.com

FORTUNE 500 COMPANIES IN RICHMOND

- › Dominion Energy
- › Genworth Financial
- › Performance Food Group
- › Owens & Minor
- › Markel
- › Altria
- › Capital One
- › CarMax
- › ARKO

Richmondbizsense.com

RELOCATION INFORMATION

For relocation information click [HERE](#)

Downtown Employment



53%
CITY'S JOBS



63%
CITY'S KNOWLEDGE
INDUSTRY JOBS



43%
CITY'S CREATIVE
JOBS



65%
CITY'S PUBLIC
ADMINISTRATION JOBS

Job Totals

	Downtown	City	Region
NUMBER OF JOBS	77,465	147,251	540,534
PRIVATE JOBS	50,910	119,258	502,249
KNOWLEDGE INDUSTRY JOBS	35,100	55,915	192,297
CREATIVE JOBS	1,246	2,914	9,895
PUBLIC ADMINISTRATION JOBS	10,865	16,813	29,509

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RVA

Fahrenheit Advisors' client portfolio demonstrates successful search engagements across the U.S., from C-suite positions to middle-management roles. Our experience encompasses organizations of all sizes, across a wide variety of industries and in public, privately held, PE-owned, nonprofit and government organizations.

Fahrenheit Advisors' uniqueness and years of expertise add up to sophisticated insight: Knowledge and know-how to help companies navigate the difficult task of selecting high-impact team additions and candidates in making the right choices on career transitions.

I will partner with you to ensure you have everything you need to make an informed decision about your next career opportunity. We will work together from start to finish to navigate this opportunity and make sure it's a great fit for the next step in your career.

TO APPLY:

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