LUZERNE COUNTY, PENNSYLVANIA
Job Description

Position Title: Director of Operational Services
Division: Operational Services

Reports to: County Manager **FLSA Status**: Exempt

Essential Duties and Responsibilities: The Director of Operational Services is the Department Head for the Division of Operational Services. This position shall be responsible for engineering, the construction and/or maintenance of roads and bridges, parks and recreation, solid waste/recycling, environmental projects, planning and zoning, emergency management, emergency communications, the care, maintenance and security of buildings and grounds, and any other powers, duties, programs, services or functions that may be assigned by the County Charter and Administrative Code.

Minimum Qualifications, Skills and Abilities

Bachelor's Degree or equivalent with course work in engineering, or public administration,. Five to seven years administrative ~~or~~ /managerial experience in project management, facility management, public administration, public works, preferably at the county level. Education, in public administration, at the graduate level may be substituted for up to one year of experience. Registered Professional Engineer preferred. Also accepted for application are those with an equivalent combination of acceptable training and experience, which has provided the knowledge, skills and abilities cited above.
Proven skills in administration, budgeting and innovative problem solving techniques, engineering project management, facilities management, bridge, equipment, building & parks management and maintenance, public works project, emergency management and communications, effective customer service, and strong interpersonal skills. Ability to express ideas and communicate on technical and/or administrative subjects, both orally and in writing.

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. This is not a comprehensive listing of all responsibilities and duties that may be assigned by the County Manager.

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