

# DEPUTY DIRECTOR OF GENERAL SERVICES



Jefferson County Commission, Alabama  
[www.jccal.org](http://www.jccal.org)





# The Community

Looking for a vibrant community to call home with access to numerous outdoor activities and an award-winning culinary scene? Look no further than Jefferson County, the largest county in the state of Alabama (more than 670,000 residents). The central location of our county in the state positions us to be close to a wide variety of outdoor activities. From hiking and biking at State Parks, to weekends on the lake within a quick drive, our community has much to offer. If you love great food, we have James Beard Award winning chefs and an unparalleled craft beer scene. Zagat included us on the list of America's Next Hot Food Cities.

Into sports? So are we! The United States Football League (USFL) made Birmingham its home, playing all games at our new Protective Stadium in the heart of the UpTown entertainment district during its inaugural season. There is also Birmingham Legion Soccer, the Birmingham Barons Baseball, University of Alabama at Birmingham college football, the Honda Grand Prix at Barber Motorsports Park, and the Regions Tradition Senior PGA Golf Tournament.

Culture is at the heart of our community with the Birmingham Civil Rights National Historic District, featuring the Birmingham Civil Rights Museum and the newly restored A.G. Gaston Motel. The Birmingham Museum of Art is also nationally recognized for its works and exhibits.

Educational opportunities abound here. The University of Alabama at Birmingham (UAB) is an urban university with approximately 16,000 students. Both its Nursing and Dental schools rank among the best in the country and it's a world-renowned medical hospital and research facility. There are also several other local colleges and universities that provide a wide range of educational specialties from vocational training to liberal arts programs. We also have great secondary and primary schools with the Alabama School of Fine Arts, Birmingham's EPIC School, i3 Academy and the Jefferson County International Baccalaureate School.

Music and Arts take center stage in our community, whether it's at one of our downtown music halls, the Legacy Arena at the Birmingham Jefferson Convention Center, UAB Performing Arts, or neighboring Oak Mountain Amphitheatre, you can find a genre that fits your mood and interests. Historical Sloss Furnace also plays hosts to a variety of events, from bands to the Magic City Art Connection.

Living is easy in Jefferson County. Birmingham has emerging loft districts in the heart of downtown, or you can opt for the suburbs in one of the 34 neighboring municipalities. Commutes are easy thanks to 5 interstates, and the cost of living is some of the lowest in the region. Lending Tree named Birmingham as one of the Top 10 most affordable cities for first time home buyers.

Jefferson County and the Birmingham region has so much to offer, it's no wonder that other businesses such as Shipt, Landing and the J.M. Smucker's company decided to locate here. In fact, in 2022, the city hosted the World Games and welcomed in thousands of athletes from around the world. There are also three automotive manufacturers in the region: Mercedes-Benz U.S. International, Honda Manufacturing of Alabama, and AutoCar, they are supported by 25 automotive suppliers.







## The Organization

Jefferson County provides vital services to the residents of the county through approximately 2,500 employees in 35 departments with responsibilities and duties to include construction of roads and bridges, keeping our waterways clean, collecting and distributing motor vehicle taxes, plus more through the continued support of the economic growth and development of the county and surrounding areas. Our diverse group of employees utilizes their knowledge, skills and abilities by working together to provide quality and effective public services to our residents to ensure needs are met. Jefferson County contributes to and strengthens the quality of life of its residents for more economic prosperity by attracting new businesses and developing a quality workforce.

The County's mission, vision and core values drive all facets of its services, serve as the foundation of the organization's future, and encompass the ideals that guide decisions, shape culture, and establish standards.

- **Mission:** Providing exceptional, everyday service through character and competence
- **Vision:** To be a model local government that anticipates and meets the evolving needs of the diverse community with energy, character, dedication, and accountability
- **Core Values:** Transparency, Inclusion, Integrity, Innovation, Energetic Service, and Safety

Jefferson County's daily administration of county government is managed by a County Manager as the Chief Executive Officer. Under the County Manager form of government, the County Commission is the governing body of Jefferson County with five Commissioners elected from districts, for concurrent four-year terms. The Commissioners distribute the powers and duties conferred by law upon the County Commission and the members as they deem fit and efficient, and seek to promote the health, safety, and general welfare of the residents of Jefferson County.



# The General Services Department

The General Services Department is committed to delivering a variety of services to all County departments and ensuring necessary support services are provided to accomplish their business objectives. The department strives for sustainability for functional business operations in the following areas: contracting/construction, maintenance, election operations, electrical, heating and air conditioning, parking decks, mechanical, plumbing, and records management. The department manages nine systems programs to include the following: Capital Construction, Mechanical and Electrical Asset, Rolling Stock & Fleet (Equipment & vehicles), Election Equipment, Facilities (both external and internal), Elevator Asset, Roofing, and Low Voltage Infrastructure. The department is responsible for preparing a \$23-27 million annual department budget with a capital budget of \$5 to \$27 million for governmental and business type activities, respectively. The department maintains roughly 3 million square feet of building space, 7 court houses, 1 - seventeen story office tower, 2 jail facilities, 1 million square feet of parking lots and parking deck.

## The Candidate Profile

The Deputy Director of General Services directs the day-to-day operations of the Department, including, capital improvements, alterations, repairs, maintenance, construction, election operations, communications, records management and custodial services of county buildings, equipment, and facilities. The Deputy Director is also responsible for coordinating funding and disseminating resources to meet strategic objectives and developing policy guidance within the Department. This individual directs the functional areas or operations of General Services, ensures that employees have the necessary resources to accomplish goals, and assists the Director of General Services in the execution of his/her authority in planning, organizing, directing, and evaluating the overall operations of the General Services Department.





# Desired Experience and Requirements

## Specific Experience

- Held role with progressive exposure to building/facilities management (e.g., maintenance, operations), vertical construction/project management, capital improvement projects (e.g., renovations), or related field
- Held managerial role within building/facilities management, construction/project management, capital improvement projects, or related field

## Experience managing a work team or unit

- Managed a work team or unit (8 or more people)
- Experience as a manager (i.e., supervisory experience)
- Responsible for setting goals and making key decisions at a team or unit level
- Worked with a budget for a team or unit
- Responsible for evaluating the performance of those within a team or unit

## Experience supporting the implementation and monitoring of work unit strategy

- Contributed to a concrete substantial change effort
- Supported the development and implementation of a strategic initiative
- Responsible for managing and delivering results on a high-level project at the team or unit level (i.e., more than individual level objectives)

## Experience interacting with key internal and external stakeholders

- Experience working in a high stress environment involving multiple constituents
- Responsible for a team or unit that delivers services to internal and external customers
- Held roles involving forging positive interpersonal working relationships
- Responsible for the development and growth of multiple others (e.g., coaching activities, formal mentoring)
- Responsible for delivering complex communications to multiple parties (verbal and/or written)

## Experience working in environments that require adherence to high professional and ethical standards

- Exposure to essential work tasks and/or processes in non-profit or government, or in a private organization that has constraints resembling those in the public sector





# Ideal Candidate

## Degree Preference

- Possesses a degree in construction management, engineering, architecture, business management, or related field

## Specific Experience

- Experience or exposure to contracts and/or contract management (e.g., contract negotiation, bid procedures, contract fulfillment)

## Experience managing a work team or unit

- Engaged in guiding the development of others (e.g., identifying formal programs, pinpointing stretch assignments, crafting development plans that integrate with daily activities)
- Held roles in which they have delegated important responsibilities to others

## Experience supporting the implementation and monitoring of work unit strategy

- Responsible for guiding the implementation of an innovative solution (e.g., organizational process, product)

## Experience interacting with key internal and external stakeholders

- Held roles in which they were responsible for resolving conflicts and driving consensus
- Responsible for completing a negotiation at work

## Experience working in environments that require adherence to high professional and ethical standards

- Held roles in which they were responsible for resolving conflicts and driving consensus
- Responsible for completing a negotiation at work



# Compensation & Benefits

The starting salary will be commensurate with the selected candidate's qualifications, experience, and professional advancement with a salary up to \$185,000.00, plus excellent benefits.

Employees enjoy reliable benefits and are offered a strong benefits package with options that truly work for all.

- Comprehensive medical benefits with low copays, low deductibles, and high levels of coverage after 30 days of employment for self and eligible dependents
- Dental and Vision insurance plans after 30 days of employment for self and eligible dependents
- Term Life Insurance and Voluntary Accidental Death & Dismemberment Insurance for self and eligible dependents
- Optional Healthcare and Dependent Care Flexible Spending Accounts (FSAs)
- Disability benefit options such as Short-Term Disability and Long-Term Disability
- Supplemental insurance options such as Group Accident, Group Critical Illness, and Group Hospital Indemnity
- Optional General Retirement System (Pension) enrollment and Deferred Compensation
- Paid vacation, sick leave, and holidays





## Application and Selection Process

We invite qualified professionals to submit applications and resumes online by visiting [www.jobsquest.org](http://www.jobsquest.org) by **July 7, 2025**. All applications need to be submitted by 11:59 p.m. cst of the posted close date. Applications will be screened against criteria provided.

Applicants who apply for this position can be considered for other senior level exempt-executive positions (e.g., Deputy Director and Director level) of Jefferson County Commission should future vacancies become available.

An initial screening of applications will take place soon after the close date. If a sufficient number of well-qualified applications are not received by the initial close date, the position may be extended to allow additional applications.

The Jefferson County Human Resources Department has tentatively scheduled a full-day Assessment Center on **September 11, 2025**, for those named as finalists.

### For more information, contact:

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This position is not part of the Merit System and, therefore, is neither subject to the Rules & Regulations of the Personnel Board nor provided the rights of a Merit System. Should you have additional questions about this position, please contact the Jefferson County Human Resources Department at 205-325-5249.

