



## **JOB OPPORTUNITY ANNOUNCEMENT GENERAL SERVICES DIRECTOR**

**The Missouri Department of Transportation (MoDOT) is seeking applications for the General Services Director. Respond in strict confidence by submitting resume and cover letter by August 12, 2020, to:**

Stacy Kaiser, Senior Human Resources Specialist  
Missouri Department of Transportation  
P.O. Box 270, Jefferson City, MO 65102  
[GSD@modot.mo.gov](mailto:GSD@modot.mo.gov)

MoDOT is a non-partisan state agency governed by the Missouri Highways and Transportation Commission (MHTC); a constitutional bi-partisan commission appointed by the Governor consisting of high-profile business and civic leaders. MoDOT is responsible for the major transportation mode alternatives available to Missourians.

**REPORTING RELATIONSHIP:** The General Services Director (GS Director) reports to the Chief Financial Officer (CFO) of MoDOT. This highly responsible position leads the general services division within the organization, including direct and indirect reports consisting of employees at the Central Office in Jefferson City and employees located in seven districts around the state.

**PRINCIPAL RESPONSIBILITIES:** The GS Director is responsible for the planning, organizing, and delivery of services related to fleet management, facilities management and maintenance, purchasing and procurement, consumable inventory management, and various general administrative duties. The GS Director provides leadership in developing and implementing policies and procedures for statewide acquisition of goods and services required for the department's daily operations. The GS Director also provides direction for statewide fleet management, including recommendations regarding vehicle use, fleet asset management, replacement, maintenance, and budget allocation. The GS Director also provides leadership and direction for statewide facilities management, including recommendations regarding facility maintenance and security, facility asset management, facility improvement or replacement, and budget allocation.

**EDUCATION AND EXPERIENCE:** A Bachelor's Degree in Business Administration, Public Administration, Facilities Management, Civil Engineering, Engineering Management, Accounting, Mathematics, or related field is required.

An outstanding track record in managing complex and diverse internal operations as well as evidenced success at achieving real results.

Over nine years of experience in general services related functions, including fleet management, facilities management, purchasing and procurement, finance, budget, department operations, maintenance or contracting, with at least five years of progressively responsible management experience. This should include:

- Proven leadership skills, including a positive history of working collaboratively to establish rapport and credibility among the staff and multiple stakeholders.
- Proven track record of effective use of organizational performance development practices, innovation, and accountability measures.

**PERSONAL ATTRIBUTES:** A person of high personal integrity and compassion, and willingness to embrace and model MoDOT's departmental values, who trusts and empowers employees, and who understands and fosters inclusiveness, equity, and authenticity in the workplace.

A results-oriented personality with strong energy and drive, who is an excellent public speaker, and who can exude a calm, but direct demeanor, when communicating tough decisions and in handling difficult situations.

A high degree of political acumen including tact, diplomacy, and the people skills necessary to negotiate with the various constituencies impacting the position and the work of the department.

Equal Employment Opportunity/Affirmative Action Employer, M/F/D/V