

## DEPARTMENT OF GENERAL SERVICES

Earl F. Seboda, *Secretary of General Services*

Jerome W. Klasmeier, *Deputy Secretary*

Eric S. Walbeck, *Assistant Secretary for Engineering*

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Created in 1970, the Department of General Services traces its origins to the formation of the Central Purchasing Bureau in 1920 (Chapter 184, Acts of 1920). Its immediate predecessor agency was the Department of Public Improvements, established in 1947 (Chapter 171, Acts of 1947). The Department of General Services was created by Chapter 97, Acts of 1970. The Department combined the functions of several state agencies, including the Central Purchasing Bureau, the Board of Architectural Review, the Superintendent of Public Buildings and Grounds, the Department of Public Improvements, and the Bureau of Control Surveys and Maps.

The Department has organized its programs and services under the Deputy Secretary and two Assistant Secretaries. The Deputy Secretary has direct responsibility for the Office of Administrative and Fiscal Services and general oversight of the Special Projects Unit, General Professional Services Selection Board, Personnel Division, and Affirmative Action/Contract Compliance. Under the Assistant Secretary for Operations is the Office of Real Estate and the Office of Central Services. The Assistant Secretary for Engineering is responsible for the Office of Engineering and Construction and the Office of Facilities Management.

### THE SECRETARY

The Secretary is chief executive officer of the Department and is appointed by the Governor with the advice and consent of the Senate. The Secretary provides overall leadership for the Department and has total authority and responsibility for assuring that the Department's programs and services successfully meet the needs of the agencies served. The Secretary sets policy, promulgates rules and regulations, and determines the strategies necessary to efficiently and effectively fulfill the Department's mandate. The Secretary is responsible for the budget of the Department and for the budgets of the boards, commissions, and offices that are under the Department's jurisdiction.

Special duties of the Secretary include presentation of the Department's portion of the Board of Public Works agenda at the bi-monthly Board meetings and serving as a member of the Interagency Committee on School Construction, the Executive Management Board for the State Multi-Service Centers, the Hall of Records Commission, Maryland Food Center Authority, Council on the State Capital, the State Use Industries Advisory Committee, the Commission on Correctional Standards, and the General Professional Services Selec-

tion Board. The Secretary is also responsible for appointing the seven members of the Board of Architectural Review, and the five State members of the War Memorial Commission.

The Secretary is assisted in the administration of the Department by the Deputy Secretary, two Assistant Secretaries, and four staff support units: Principal Counsel, Special Projects, Personnel, and Affirmative Action/Contract Compliance.

### DEPUTY SECRETARY

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The Deputy Secretary advises the Secretary, manages strategic planning, and has overall responsibility for fiscal control of the Department. Under the general direction of the Deputy Secretary is the Special Projects Unit, Personnel, Affirmative Action/Contract Compliance, the General Professional Services Selection Board, and the Office of Administrative and Fiscal Services.