

DEPARTMENT OF GENERAL SERVICES

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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 in 1970 (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 (Code State Finance and Procurement Article, secs. 4-101 through 4-808).

The Department has organized its programs and services under the Deputy Secretary and three Assistant Secretaries. The Deputy Secretary has direct responsibility for the Office of Administrative and Fiscal Services and general oversight of the Special Projects Unit, Asbestos Unit, Personnel Office, and Affirmative Action/Contract Compliance Units. The Assistant Secretary for Operations oversees 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 Assistant Secretary is responsible for intergovernmental relations and for the Office of Telecommunications.

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 fulfill efficiently and effectively 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 presenting 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, the Maryland Food Center Authority, the State Commission on the Capital City, the State Use Industries Advisory Committee, the Commission on Correctional Standards, and the General Professional Services Selection 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, three