

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Fleet & Mail

POSITION CONTROL NUMBER
14508.0

CLASS TITLE
Administrative Assistant 4

CLASS NUMBER
63124

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
State Fleet Mgmt Program Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
14500.0 Administrative Officer 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	<p>On behalf of State Fleet Administrator (SFA), administers statewide Fleet Management Program mandated by Ohio Revised Code Section 125.831: develops & implements policies, procedures, goals, & standards for management of agency vehicle fleets. Assists state agencies in developing & maintaining fleet management plans geared toward effective acquisition, maintenance, usage analysis, management & disposal of all vehicles owned or leased by State of Ohio (i.e., with exceptions noted in ORC 125.831). Reviews agency plans; calculates & monitors effectiveness, suggests revisions & approves/disapproves lease/purchase/disposal of agency fleet vehicles. Investigates methods to use fleet vehicles more efficiently; monitors agency adherence to fleet plans; determines format & manner of data submission; reviews & processes state agency vehicle requests. Assists SFA with feasibility studies for vehicle maintenance contract; develops fleet management models for use by fleet managers; participates in fleet management strategic plan development. Acts for Administrator during absences; provides program direction for staff & supervises program staff.</p>	<p>Knowledge of (1) management of large (i.e., 100 or more motor vehicles) vehicle fleet; (2) Ohio Revised Code applicable sections*; (3) agency policies & procedures*; (4) government policies & procedures*; (5) vehicle leasing, contracts, acquisition & disposal; (6) state & federal laws, rules & regulations regarding motor fleet management; (7) business administration; (8) supervision; (9) public relations. Skill in (10) operation of personal computer & associated hardware/software (e.g., MS Office); (11) use of statistical analysis. Ability to (12) define problems, collect data, establish facts & draw valid conclusions; (13) communicate effectively with government officials, high-level managers, agency representatives & general public.</p>
30	<p>Establishes & maintains fleet reporting system: building on FleetOhio database system already in use, works with programmers to enhance FleetOhio capabilities to collect & calculate additional data for reporting (e.g., determining mileage break-even points, tracking agency fleet vehicle numbers, & associated costs, & mileage reimbursement data. Prepares & presents regular reports to agencies, SFA, Deputy Director of General Services, Director of DAS & Vehicle Commission; prepares & presents annual report to Governor & General Assembly. Reviews & analyzes data from FleetOhio system & provides recommendations to state agencies.</p>	<p>Knowledge of 1, 2*, 3*, 4*, 5, 6, 7, 9, 11 Skill in 10, (14) use of fleet information management database system Ability to 12, 13, (15) develop & present complex reports.</p>

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

14509.0 Mgmt Analyst Spvr 1
14510.0 Admin Assist 2

SIGNATURE OF AGENCY REPRESENTATIVE

Richard M. Hickman

DATE

10-07-03

Apd 10-9-03 CB

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USUAL WORKING TITLE OF POSITION
State Fleet Mgmt Program Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
14500.0 Administrative Officer 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

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10	Stays current on developments in fleet management industry & makes recommendations to SFA; works with consultants on specific fleet management projects; attends fleet management industry conferences & training seminars; acts as trainer at state sponsored training sessions or user group meetings.	Knowledge of 1, 2*, 3*, 4*, 5, 6, 7, 9, Ability to 12, 13 <u>Position Specific Minimum Qualifications</u> 24 mos. exp. or 24 mos. trg. in managing large (i.e., 100 or more vehicles) motor fleet; 24 mos. exp. or 24 mos. trg. in vehicle leasing, contracts, acquisition & disposal; 18 mos. exp. or 18 mos. trg. in operation of fleet information management database system. *developed after employment

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14508.0

CLASS TITLE
Administrative Assistant 4

CLASS NUMBER
63124

Upd 10-9-03CB

List Position Numbers and Class Titles of Positions Directly Supervised:

- 14509.0 Admin Assist 3
- 14510.0 Admin Assist 2

SIGNATURE OF AGENCY REPRESENTATIVE

Richard M. Hickman

DATE

10-07-03