100-100U

# POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105900

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| General Services Division | Office of Fleet Management | Franklin |

POSITION NUMBER 20005568

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

| USUAL WORKING TITLE OF POSITION | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR |
|---|---|
| Administrative Professional 2 | 20005636 Management Analyst Supervisor 1 |

| | | | |
|---|---|---|---|
| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified<br>☐ Essential | Overtime: ☒ Eligible ☐ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit 14<br>Page 1 of 1 |

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30am TO: 4:30pm Report in location and work hours subject to change.

JOB CODE TITLE Administrative Professional 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 50 | Assists in Fleet Management program direction by relieving manager of routine administrative duties: provides technical information & reports to manager in decision making on vehicle maintenance, repairs & fleet reservation programs; researches & analyzes vehicle maintenance, repairs & operational fleet data; assists in developing new procedures (e.g., use of fleet management system; vehicle maintenance notification); enters motor vehicle inventory, operating information & other data into fleet management information system; runs reports from fleet management information system (e.g., fuel usage reports, salvage reports, lifecycle status, inventory reports, mileage reimbursements); maintains fleet & motor vehicle records in an orderly & efficient manner according to policy, procedure & records retention schedules; accepts verbal & electronic reservations; conducts training session for new employees on reservation system; ensures motor pool vehicles are clean & in good operating condition; receives statewide motor vehicle complaints & inquiries from citizens, employees & state agencies; handles complaints in manner prescribed by OFM management. | Knowledge of (1) fleet reservation system; (2) vehicle maintenance & repair program; (3) Office of Fleet Management policies, procedures & processes*; (4) state records retention policies & procedures*; (5) Fleet Management Information System; (6) general accounting; (7) training & development; (8) customer service.<br>Skill in (9) operation of personal computer & associated software/hardware (e.g., Microsoft Word, Excel, Outlook, PowerPoint); (10) operation of Fleet Management Information System (e.g., FleetOhio*); (11) operation of web-based financial system (e.g., PeopleSoft); (12) written & oral communication.<br>Ability to (13) calculate fractions, decimals & percentages; (14) prepare meaningful, concise & accurate reports; (15) handle complaints from citizens, employees & state agencies; (16) keep work assignments & projects organized; (17) follow assignment directions in written, oral or picture form; (18) self-direct & take initiative. |
| 25 | Manages Office of Fleet Management business functions using web-based financial system: prepares encumbrances, payments & other fiscal documents; verifies accuracy & status of invoices; reconciles discrepancies with vendors; performs fiscal reconciliations & reports; maintains fiscal records. | Knowledge of 2, 3*, 4*, 6, 8<br>Skill in 9, 11, 12<br>Ability to 13, 14, 15, 16, 17 |
| 25 | Performs basic clerical duties: handles incoming telephone calls; distributes incoming & out-going mail; maintains OFM library; orders & maintains office supplies; acts as OFM inventory & records management coordinator; ensures office equipment is in proper working order; ensures all OFM areas (e.g., office & warehouse) are properly organized, clean & free of clutter; other duties as assigned. | Knowledge of 4*, 8, (19) office management.<br>Ability to 15, (20) perform general clerical duties. |

*developed after employment.

JOB CODE 16872

Apl 12-29-11 (aw)

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | Jeffrey Westhoven for | 1/3/12 |