

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Fleet Management

POSITION NUMBER
20005633

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
State Fleet Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005495 Deputy Director 6

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
35	Directs & oversees Statewide Fleet Management Program: assists General Services Division (GSD) Deputy Director in defining goals & objectives; designs programs, policies & procedures concerning all facets of fleet management including procurement, management, leasing, financing & disposition; sets goals & objectives for staff consistent with overall mission, vision, & policy.	Knowledge of: (1) management of large vehicle fleet (i.e., 100 or more motor vehicles); (2) Ohio Revised Code applicable sections*; (3) agency policies & procedures*; (4) government structure*; (5) vehicle leasing, contracts, acquisition & disposal; (6) state & federal laws, rules & regulations regarding motor fleet management; (7) business administration; (8) supervision; (9) public relations; (10) budgeting. Skill in: (11) operation of personal computer & associated hardware/software (e.g., MS office); (12) use of statistical analysis. Ability to: (13) define problems, collect data, establish facts & draw valid conclusions; (14) communicate effectively with government officials, high-level managers, agency representative & general public.
35	Creates & manages statewide fleet programs consistent with changes in law, rule & policy (e.g., certified fleet manager program, fleet fuel card, state agency fleet consolidation, higher education fleet certification, statewide fleet analysis, master lease program, alternative fuel analysis & reporting, FleetOhio management information system, annual OBM certification, annual approval of state agency fleet plans). Conducts monthly, quarterly & annual reporting as required. Maintains commitment to customer focus & service excellence.	Knowledge of: 1, 2*, 3*, 4*, 5, 6, 7, 8, 9, 10 Skill in: 11, 12 Ability to: 13, 14 * developed after employment

JOB CODE TITLE
Deputy Director 3

JOB CODE
61313

List Position Numbers and Titles of Positions Directly Supervised:
20005636 Administrative Assistant 4
20005637 Administrative Assistant 4
20073408 Programmer Specialist 1

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/Kaw

10/15/08

apd 10-20-08 al

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State Fleet Administrator 20005495 Deputy Director 6

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JOB CODE TITLE
Deputy Director 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
10	Represents DAS Fleet Management at Vehicle Management Commission meetings, statewide meetings, Controlling Board & other legislative meetings, fleet management user group meetings, & national fleet management organization meetings (i.e., National Association of Fleet Administrators, National Conference of State Fleet Administrators). May hold office in national fleet management organization. Represents & acts on behalf of (GSD) Deputy Director & DAS Director, as directed.	Knowledge of: 1, 2*, 3*, 4*, 5, 6, 7, 8, 9, 10 Skill in: 11, 12 Ability to: 13, 14
20	Acts as department fleet manager for DAS: oversees DAS fleet motor pool, web reservation system, & other systems & programs related to DAS motor pool. Performs other fleet-related duties as assigned.	Knowledge of: 1, 2*, 3*, 4*, 5, 6, 7, 8, 9, 10 Skill in: 11, 12 Ability to: 13, 14
<p>Position is in unclassified service per Section 124.11 (A) (9) of Ohio Revised Code, is overtime exempt and serves as an essential employee.</p> <p>* developed after employment</p>		

April 10-20-08 AX

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61313

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20005637 Administrative Assistant 4
20073408 Programmer Specialist 1

SIGNATURE OF AGENCY REPRESENTATIVE DATE
Jeffrey Westhoven / JW 10/15/08