100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105900

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Fleet Management	Franklin

POSITION NUMBER 20005633

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
State Fleet Administrator

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

☒ Permanent ☐ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00am TO: 5:00pm

Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
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 & Job Titles of Positions Directly Supervised:

20005636 Business Transformation Analyst
20005637 Administrative Assistant 4
20005640 Management Analyst Supervisor 1

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/a

DATE: 3/31/10

Appd 4-1-10 (a)

100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105900

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Fleet Management	Franklin

POSITION NUMBER 20005633

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
State Fleet Administrator	20005495 Deputy Director 6

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00am TO: 5:00pm Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB CODE TITLE Deputy Director 3

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
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
	Position is in unclassified service per Section 124.11 (A) (9) of Ohio Revised Code, is overtime exempt and serves as an essential employee.	* developed after employment.

JOB CODE 61313

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005636 Business Transformation Analyst 20005637 Administrative Assistant 4 20005640 Management Analyst Supervisor 1	Jeffrey Westhoven/cc	3/31/10

Appl 4-1-10 (au)