

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105900
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Fleet Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005633	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION State Fleet Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> 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 & work hours subject to change			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	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.		
61313	List Position Numbers & Job Titles of Positions Directly Supervised:  See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE  <i>Jeffrey Westhoven/jcc</i>	DATE  9/10/12	

App'd 10-24-12 (am)

