

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105900

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Fleet Management

COUNTY OF EMPLOYMENT
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

Bargaining Unit 22

If FLSA Exempt, exemption type:
Administrative

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00a.m. TO: 5:00 p.m.

Report in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Serves as program manager over assigned projects, including all phases of project management related to modification, enhancement, procurement, leasing, financing & management of statewide fleet (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 fleet inventory certification, annual approval of state agency fleet plans); develops & implements fleet policy & ensures compliance; makes recommendations & modifications to facilitate end user compliance to policy; establishes procedures/guidelines for policy compliance; oversees implementation schedule; directs development & implementation of planning documents (e.g., resources, specific assignments); serves as agency representative for project in public forums (e.g., focus groups, other state agencies); makes project presentations to educate/train end users.	Knowledge of (1) Fleet Management; (2) business & organizational transformation; (3) program & project management; (4) agency policies & procedures*; (5) government structure*; (6) vehicle leasing, contracts, acquisition & disposal; (7) state & federal laws, rules & regulations regarding motor fleet management; (8) business administration; (9) supervision; (10) public relations; (11) budgeting. Skill in: (12) operation of personal computer & associated hardware/software (e.g., Microsoft Word, Excel, Access, Outlook); (13) use of statistical analysis. Ability to: (14) define problems, collect data, establish facts & draw valid conclusions; (15) communicate effectively with government officials, high-level managers, agency representative & general public; (16) develop & implement policies & procedures; (17) training material design & development
40	Defines & manages project requirements: drafts & reviews general design documents; analyzes & defines risks that may impact projects; defines specific activities to be performed to produce project deliverables; ensures scheduled time frames are met; reports delivery problems & provides performance data to DAS & agencies; resolves concerns & responds to inquiries; evaluates proposed changes to FleetOhio functionality; conducts & evaluates testing for new functionality in FleetOhio; oversees delivery to end user/client for operational use; acts as liaison to agencies in resolving issues; shares lessons learned with team members; recommends, reviews & edits training materials.	Knowledge of 1, 2, 3, 4*, 5*, 6, 7*, 8, 10, 11 Skill in 12, 13 Ability to 14, 15, 16, 17

*developed after employment.

JOB CODE TITLE
Project Manager 1

JOB CODE
63381

List Position Numbers & Job Titles of Positions Directly Supervised:
20005636 Business Transformation Analyst
20005637 Administrative Assistant 4
20073408 Information Technologist 2

SIGNATURE OF AGENCY REPRESENTATIVE

Paul G. Howard

DATE

3-28-11

Copy 3-23-11 [initials]

