

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Fleet Management

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005635

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Administrative Professional 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 14

If FLSA Exempt, exemption type:

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 7:30am

TO: 4:30pm

Report in location and work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|----|---|---|
| 50 | Assists in Fleet Management program direction by relieving Fleet Administrator 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. 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. 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 Skill in 9, 11, 12 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. Ability to 15, (20) perform general clerical duties. |

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Chris Selch/ce

11/7/14

JOB CODE TITLE
Administrative Professional 2

JOB CODE
16872

Apd 11-7-14/ce