

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Fleet Management

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Senior Fleet Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005633 (14500.0) Deputy Director 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>On behalf of State Fleet Administrator, plans, directs & oversees analytic unit of Office of Fleet Management (OFM): develops criteria & formats for state agencies' vehicle plans; assists agencies in vehicle plan development; reviews & analyzes agencies' vehicle plans for compliance to ORC & OAC requirements, OFM requirements, departmental directives, executive orders, & best business practices; reviews & analyzes agencies' requests for motor vehicles; provides assistance to agencies regarding requests for motor vehicles; provides recommendations to State Fleet Administrator (SFA) on agencies' requests for motor vehicles; reviews & analyzes data in FleetOhio management information system & /or accounting system & provides fleet analysis, recommendations & prescribed information to SFA or to agencies as directed; reviews & compares state travel mileage reimbursement data to agencies' vehicle plans; makes recommendations to SFA & /or agencies with regard to mileage reimbursement efficiency & adherence to ORC, OAC, executive order, DAS & OFM requirements & guidelines; develops policies & procedures; develops process to review & approve agencies' vehicle assignments; develops random auditing/sampling of agencies' fleet data & performance; provides performance data as specified by SFA. Acts for administrator during absences. Provides program direction for staff & supervises assigned staff: approves leave; administers discipline; creates performance measurements & evaluates performance.</p>	<p>Knowledge of: (1) Fleet Management; (2) state fleet management policies & procedures*; (3) business administration; (4) public relations; (5) supervision. Skill in: (6) operating a PC & associate software (e.g., Microsoft Word, Excel, Access & PowerPoint); (7) Fleet Management Information System (e.g., Fleet-Ohio*); Ability to: (8) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (9) communicate effectively in written and oral form; (10) establish friendly atmosphere as supervisor of the work unit.</p>
30	<p>Establishes marketing plan for expanded use of FleetOhio management information system: becomes expert in capabilities & use of FleetOhio garage module & acts in consulting capacity to assist agencies in module use; establishes performance metrics associated with statewide vehicle maintenance and repairs.</p>	<p>Knowledge of: 1, 2*, 3, 4, 5, (11) marketing Skill in: 6, 7,* Ability to: 8, 9, 10, (12) develop comprehensive analytic reports.</p> <p>* developed after employment</p>

POSITION NUMBER
20005637 (14509.0)

JOB CODE TITLE
Administrative Assistant 4

JOB CODE
63124

List Position Numbers and Class Titles of Positions Directly Supervised:
20005640 Management Analyst Supervisor 1

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhouse

10/3/08

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20	<p>Researches & studies developments in fleet management industry & makes recommendations to SFA: makes recommendations to SFA &/or procurement officials on vehicle specifications or other vehicle related areas; works with consultants on specific fleet management projects; attends fleet management industry conferences & training seminars; acts as trainer at state sponsored training sessions or user group meetings; attends divisional, departmental, state & non-state meetings as representative of SFA, OFM, department, or state.</p> <p>This position is over-time exempt.</p>	<p>Knowledge of: 1, 2*, 3, 4, 5, (13) training Skills in: 6, 7* Ability to: 9, (14) prepare and deliver speeches.</p> <p><u>Position Specific Minimum Qualifications</u></p> <p>24 months training or experience managing a fleet of one hundred or more motor vehicles; 24 months training or experience utilizing a sophisticated fleet management information system; 12 months training or experience in the development of vehicle specifications.</p> <p>Certified Fleet Manager Program certification required within 24 months.</p> <p>* developed after employment</p>

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List Position Numbers and Class Titles of Positions Directly Supervised:
20005640 Management Analyst Supervisor I

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven

10/3/08

Appl 10-8-08 ax