

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

POSITION NUMBER 20005637	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Senior Fleet Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005633 Deputy Director 3	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input 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 subject to change.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
50	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.	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.		
30	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.	Knowledge of: 1, 2*, 3, 4, 5, (11) marketing Skill in: 6, 7,* Ability to: 8, 9, 10, (12) develop comprehensive analytic reports. * developed after employment		
JOB CODE 63124	List Position Numbers & Job Titles of Positions Directly Supervised: 20073408 Programmer Specialist 1	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ce</i>	DATE 3/31/10	

apd 4-1-10 @am

