

# 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  
Fleet Programs Assistant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005636 Administrative Assistant 4

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

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

POSITION NUMBER  
20005639

JOB CODE TITLE  
Administrative Assistant 2

JOB CODE  
63122

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	<p>Acts for Fleet Programs Manager by overseeing Department of Administrative Services' (DAS) Fleet Lease Program &amp; Motor Pool Program: formulates &amp; implements program policy &amp;/or procedures to ensure vehicles are operated in an efficient, cost effective &amp; operationally safe manner; maintains annual DAS Fleet Plan in accordance with Ohio Revised Code; oversees data entry information into statewide fleet management system (e.g., DAS vehicle inventory information, assignment information, operating expense information); reviews &amp; processes invoices for vehicle purchases &amp; vehicle operating expenses; independently makes decisions regarding maintenance &amp; repairs; independently makes recommendations on replacement of vehicles, assignment of vehicles &amp; size of fleet; serves as liaison between program manager &amp; subordinates, outside vendors &amp; all lease/rental customers; assigns work to &amp; directs lower level administrative employees in performing all duties pertaining to DAS Lease &amp; Rental Program; assumes responsibility &amp; authority for administrative duties of State Fleet Card Program, in absence of Program Manager (e.g., processes state fleet card requests for all account holders, acts as liaison between account holders &amp; state fleet card vendor).</p>	<p>Knowledge of (1) Fleet Management; (2) state fleet management policies &amp; procedures*; (3) vehicle leasing, rental, maintenance &amp; repairs, contracts, acquisition &amp; disposal; (4) business administration; (5) public relations; (6) generally accepted accounting principles (GAAP); (7) inventory control; (8) lead work. Skill in (9) operation of personal computer &amp; associated software (e.g., Microsoft Word, Excel, Access &amp; PowerPoint); (10) operation of fleet management information system (e.g., Fleet-Ohio*); (11) managing fleet of 100 or more vehicles. Ability to (12) define problems, collect data, establish facts, draw valid conclusions &amp; initiate solutions; (13) communicate effectively in written &amp; oral form; (14) handle routine inquiries from &amp; contacts with DAS employees, state agencies, &amp; outside vendors.</p>
20	<p>Researches &amp; analyzes programs for efficiency &amp; cost effectiveness (e.g., green initiatives, fleet lease); prepares management reports using fleet management system; provides technical support to assist program manager in decision making.</p>	<p>Knowledge of 1, 2*, 3 Skill in 9, 10 Ability to 12, 13, (15) prepare meaningful, concise &amp; accurate reports.</p>

\* developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven*

2/19/08

copy 3-12-08 AX

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20	<p>Relieves Fleet Programs Manager of non-routine administrative duties: orders &amp; cancels DAS's fleet fuel cards; responds to inquiries &amp; complaints; assists in development, implementation &amp; completion of Fleet Consolidation Program.</p> <p>This position is over-time exempt.</p>	<p>Knowledge of 1, 2*, 3, 4, 5 Skill in 9 Ability to 12, 13, 14</p> <p><u>Position Specific Minimum Qualifications:</u></p> <p>12 mos. exp. or trg. in managing fleet of 100 or more vehicles; 12 mos. exp. or trg. in vehicle leasing, rental, maintenance &amp; repairs, contracts, acquisition &amp; disposal; 6 mos. exp. or trg. in operating fleet management information system.</p> <p>Certified Fleet Manager Certification required within 36 months.</p> <p>*developed after employment.</p>

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