100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105900

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Fleet Management	Franklin

POSITION NUMBER 20005639

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Administrative Assistant 2	20005636 Business Transformation Analyst

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a. m. TO: 5:00 p.m. Report in location subject to change

JOB CODE TITLE
Administrative Assistant 2

JOB CODE
63122

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Acts for Fleet Programs Manager by overseeing Department of Administrative Services' (DAS) Fleet Lease Program & Motor Pool Program: formulates & implements program policy &/or procedures to ensure vehicles are operated in an efficient, cost effective & 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 & processes invoices for vehicle purchases & vehicle operating expenses; independently makes decisions regarding maintenance & repairs; independently makes recommendations on replacement of vehicles, assignment of vehicles & size of fleet; serves as liaison between program manager & subordinates, outside vendors & all lease/rental customers; assigns work to & directs lower level administrative employees in performing all duties pertaining to DAS Lease & Rental Program; assumes responsibility & 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 & state fleet card vendor).	Knowledge of (1) Fleet Management; (2) state fleet management policies & procedures*; (3) vehicle leasing, rental, maintenance & repairs, contracts, acquisition & 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 & associated software (e.g., Microsoft Word, Excel, Access & PowerPoint); (10) operation of fleet management information system (e.g., FleetOhio*); (11) managing fleet of 100 or more vehicles. Ability to (12) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (13) communicate effectively in written & oral form; (14) handle routine inquires from & contacts with DAS employees, state agencies, & outside vendors.
20	Researches & analyzes programs for efficiency & 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.	Knowledge of 1, 2*, 3 Skill in 9, 10 Ability to 12, 13, (15) prepare meaningful, concise & accurate reports. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/cc	9/9/09

apd 9-10-09 ad

POSITION DESCRIPTION

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

POSITION NUMBER 20005639

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Administrative Assistant 2	20005636 Business Transformation Analyst

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.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
20	Relieves Fleet Programs Manager of non-routine administrative duties: orders & cancels DAS's fleet fuel cards; responds to inquiries & complaints; assists in development, implementation & completion of Fleet Consolidation Program.	Knowledge of 1, 2*, 3, 4, 5 Skill in 9 Ability to 12, 13, 14 Position Specific Minimum Qualifications: 12 mos. exp. or trg. in managing fleet of 100 or more vehicles; 12 mos. exp. or trg. in vehicle leasing, rental, maintenance & repairs, contracts, acquisition & disposal; 6 mos. exp. or trg. in operating fleet management information system. Certified Fleet Manager Certification required within 36 months. *developed after employment

JOB CODE TITLE Administrative Assistant 2

JOB CODE 63122

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoneake	9/9/09

appl 9-10-09 cl