



# 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  
Program Administrator 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005636 Management Analyst Supervisor 1

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:  
Administrative

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 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.	<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>

JOB CODE TITLE  
Program Administrator 1

JOB CODE  
63122

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhousen/ce* 1/3/12

Appl 12.29.11 (aw)