# POSITION DESCRIPTION

| | | |
|---|---|---|
| | | AGENCY/DEPT ID<br>DAS/DAS105000 |
| DIVISION OR INSTITUTION<br>General Services Division | UNIT OR OFFICE<br>Fleet Management | COUNTY OF EMPLOYMENT<br>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 |
|---|---|
| Program Administrator 1 | See Table of Organization |

| | | | |
|---|---|---|---|
| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified<br>☐ Essential | Overtime: ☐ Eligible ☒ Exempt<br>If FLSA Exempt, exemption type: Administrative | Bargaining Unit 22<br>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 Program Administrator 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 60 | Acts for 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 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.<br>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.<br>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<br>Skill in 9, 10<br>Ability to 12, 13, (15) prepare meaningful, concise & accurate reports.<br><br>*developed after employment |

JOB CODE 63122

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | Chris Selch/cc | 11/7/14 |

Appl 11.7.14 (cc)

# POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

| 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 |
|---|---|
| Program Administrator 1 | See Table of Organization |

| | | | |
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| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified<br>☐ Essential | Overtime: ☐ Eligible ☒ Exempt<br>If FLSA Exempt, exemption type: Administrative | Bargaining Unit 22<br>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. | Knowledge of 1, 2*, 3, 4, 5<br>Skill in 9<br>Ability to 12, 13, 14<br><br>Position Specific Minimum Qualifications:<br><br>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.<br><br>Certified Fleet Manager Certification required within 36 months.<br><br>*developed after employment |

JOB CODE TITLE
Program Administrator 1

JOB CODE
63122

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | Chris Selch/cc | 11/7/14 |

Appl 11.7.14 (cc)