

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

POSITION NUMBER 20075548	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Administrative Assistant 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005636 Business Transformation Analyst	
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30am TO: 4:30pm Report in location and work hours subject to change.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
50	Assists in Fleet Management program direction by relieving Fleet Administrator of routine administrative duties: serves as liaison between administrator & staff; provides technical information & reports to manager in decision making on vehicle maintenance, repairs & fleet reservation programs; researches & analyzes vehicle maintenance, repairs & operational fleet data; assists in developing new procedures (e.g., use of fleet management system; vehicle maintenance notification); enters motor vehicle inventory, operating information & other data into fleet management information system (e.g., fuel usage reports, salvage reports, lifecycle status, inventory reports, mileage reimbursements); maintains fleet & motor vehicle records in an orderly & efficient manner according to policy, procedure & records retention schedules; accepts verbal & electronic reservations; conducts training session for new employees on reservation system; ensures motor pool vehicles are clean & in good operating condition; receives statewide motor vehicle complaints & inquiries from citizens, employees & state agencies; handles complaints in manner prescribed by OFM management.	Knowledge of (1) fleet reservation system; (2) vehicle maintenance & repair program; (3) Office of Fleet Management policies, procedures & processes*; (4) state records retention policies & procedures*; (5) Fleet Management Information System; (6) general accounting; (7) training & development; (8) customer service. Skill in (9) operation of personal computer & associated software/hardware (e.g., Microsoft Word, Excel, Outlook, PowerPoint); (10) operation of Fleet Management Information System (e.g., FleetOhio*); (11) operation of web-based financial system (e.g., PeopleSoft); (12) written & oral communication. Ability to (13) calculate fractions, decimals & percentages; (14) prepare meaningful, concise & accurate reports; (15) handle complaints from citizens, employees & state agencies; (16) keep work assignments & projects organized; (17) follow assignment directions in written, oral or picture form; (18) self-direct & take initiative.		
25	Manages Office of Fleet Management business functions using web-based financial system: prepares encumbrances, payments & other fiscal documents; verifies accuracy & status of invoices; reconciles discrepancies with vendors; performs fiscal reconciliations & reports; maintains fiscal records.	Knowledge of 2, 3*, 4*, 6, 8 Skill in 9, 11, 12 Ability to 13, 14, 15, 16, 17		
25	Performs basic clerical duties: handles incoming telephone calls; distributes incoming & out-going mail; maintains OFM library; orders & maintains office supplies; acts as OFM inventory & records management coordinator; ensures office equipment is in proper working order; ensures all OFM areas (e.g., office & warehouse) are properly organized, clean & free of clutter; other duties as assigned.	Knowledge of 4*, 8, (19) office management. Ability to 15, (20) perform general clerical duties.		
		*developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Donald Howard</i>	DATE 5.10.11	

Appl. 5.5.11 (aw)

JOB CODE TITLE
Administrative Assistant 1

JOB CODE
63121