



Classification: Division Assistant Director (Administrative Section)

Title Code: V07901

Pay Range: 30

POSITION SUMMARY: This is a responsible position wherein the individual assists and provides support to the Director of the Fleet and Facilities Division. Duties include monitoring, analyzing, and reporting fleet data; audit of patrol vehicle revolving fund; vehicle accident management; assisting in division budget preparation and administration; review of division expenses; assisting in development of vehicle and equipment specifications; supervision of clerical staff.

DESCRIPTION OF DUTIES PERFORMED: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Provides support to the division director and assists in the operation of the division; assumes responsibility of the division in the director's absence or as assigned.

Monitors fleet operations; monitors and analyzes mileage, vehicle assignments, and operating expenses; develops reports related to fleet operations; makes recommendations for improvements in fleet operations as needed.

Supervises assigned personnel and performs a variety of administrative duties (e.g., maintains employee time records, approves/disapproves leave, approves expense reports, conducts employee performance evaluations, attends meetings, serves on committees, as assigned, and handles personnel issues and problems associated with division staff).

Audits the patrol vehicle revolving fund.

Assists the Division Director with the development and monitoring of the division budget and expenses.

Maintains and supports computerized fleet management system.

Provides assistance and direction to the Fleet Control Coordinator regarding the marketing and sales of fleet vehicles.

Acts as liaison between Fleet and Facilities Division, vendors, insurance companies, and the public.

Reviews accident costs, develops reports related to accidents; contacts O.A. Risk Management, insurance companies, prosecutors, and legal counsel, and involved individuals reference payment for Patrol losses.

Assists in development of vehicle and equipment specifications.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Extensive knowledge of Microsoft Word, Excel, Lotus Notes, SAM II Financial System.

Extensive knowledge of accounting principles and practices.

Knowledge of products for police vehicles and emergency warning equipment.

Knowledge of Patrol policies and procedures.

Knowledge of the basic principles and techniques of supervision.

Knowledge of state bid and purchasing requirements.

Knowledge of inventory procedures and methods.

Knowledge of procedures involved in standard automotive maintenance and repair.

Knowledge of standard fleet management practices.

Knowledge of computerized fleet management systems.

Ability to think quickly and make independent and rational decisions.

Ability to establish effective working relationships with subordinates, associates, vendors, and suppliers.

Ability to handle stressful situations.

Ability to analyze data, reports and product specifications.

Ability to create orderly, concise, and timely written documents following proper protocol.

Ability to quickly learn and adapt to new programs, ideas, and concepts.

Ability to drive Patrol vehicles.

Ability to work hours as assigned which may include long days or weekend duties.

Ability to travel throughout the state including overnight travel.

Ability to develop product specifications.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED: (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree from an accredited college or university in Business Administration, Public Administration, or a field closely related to the division's purpose and function

AND

Seven years of progressively responsible work experience in fleet management, automotive business management, accounting, or closely related field. (Graduate work in a closely related field from an accredited college or university may be substituted on a year-for-year basis for up to two years of the required experience. Responsible supervisory work in a closely related field may be substituted on a year-for-year basis for the formal education requirement.) At least two years of work experience must be at a supervisory level. Prior experience in law enforcement fleet management is a plus.

OR

Eleven years of progressively responsible work experience in automotive fleet management, automotive business management, accounting, or closely related field. At least two years of work experience must be at a supervisory level. Prior experience in law enforcement fleet management is a plus.

NECESSARY SPECIAL REQUIREMENTS: Possess or obtain and maintain a valid driver license.

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

FLSA STATUS: Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.