

DESCRIPTION: Under administrative direction from the Transportation Services Bureau (TSB) Administrator, directs the development and implementation of statewide transportation and fleet services programs including attainment of state vehicles; fleet management; fleet maintenance; fleet leasing; service and repair; and fleet usage policy and procedure; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class consists of a single position located in the Transportation Services Bureau of Administrative Services and consists of overall fleet responsibility and operations, which is a broader scope than duties found in the State Transportation Services Manager class.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops, implements and evaluates TSB's fleet systems including acquisition, disposal, management, maintenance, service, repair, efficiency, and usage. Monitors for compliance of policy and procedure, established rules and regulations, statutes, and executive orders.

Oversees the development and maintenance of TSB standards and guidelines. Drafts, monitors analyzes, and recommends legislation and State government-wide regulations regarding TSB services.

Oversees, manages, and directs all of TSB's day to day operations to facilitate effective overall operations.

Responsible to develop and implement strategic planning and operational goals.

Facilitates the development of specifications for vehicle and equipment contracts.

Develops and monitors TBS's budget and rates. Responsible for TSB expenditures, internal and external billings. Reviews, audits, and monitors TSB fund transfers.

Approves all state fleet purchases.

Ensures division's compliance with Federal laws and guidelines.

Represents TSB in contacts with agency representatives.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: the principles and practices of statewide fleet management administration including planning, organizing, staffing, and budgeting; the basic principles of accounting and personnel management; the general techniques of program planning and evaluation; the principles of supervision and human relations; basic communication and public relations practices; the techniques and processes of negotiation.

Ability to: communicate with groups and individuals having divergent backgrounds, interests, and viewpoints; persuade others to adopt program and administrative proposals; apply administrative directives, practices, and principles; Federal and State laws and administrative regulations governing the functions directed; evaluate diverse situations and formulate decisions, recommendations, plans, and policies; plan, organize, and delegate work to assigned staff; train and evaluate staff; negotiate conditions and terms of contracts; interpret and use detailed financial reports to make decisions and plans; communicate complex financial and legal information to persons with varied backgrounds and levels of experience; assess progress toward achievement of program objectives and performance goals; understand and coordinate management goals and policies with program operations and administrative activities; develop, integrate, and implement program objectives and staff work standards; interpret and apply laws and statutes to the functions directed; coordinate functions directed with the activities of professional groups and advisory committees.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Vocational/Technical diploma in Automotive Technology OR Associates degree in Automotive Technology and/or Business Management or related field AND professional or managerial level experience with an organizations fleet management functions with responsibility for planning, implementing, budgeting and evaluation of systems and programs. Experience can be substituted for education on a year for year basis.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Possession of a valid driver's license or the ability to provide independent authorized transportation.