

STATE OF NEBRASKA CLASS SPECIFICATION
HIGHWAY FUEL AND CREDIT CARD SYSTEM MANAGER

CLASS CODE: V84900
EST: 06/84 - REV: 10/14

DESCRIPTION: Under general to limited supervision, manages the activities of the fuel and credit card operations and information systems of the Nebraska Department of Roads (NDOR) and either supervises assigned or coordinates other technical and support staff; develops technical processes and applications to administer these systems; performs related work as assigned.

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

This is a single position job classification restricted in use to the Department of Roads. The position oversees the daily operations of the fuel and credit card operations and systems in conjunction with NDOR managers, employees, and other State agencies. The position may be assigned supervisory responsibility for other employees.

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.)

Maintains the inventory and accounts for all Nebraska fuel credit cards received from suppliers.

Processes all new, replacement, or deleted fuel credit cards requested by all State agencies/government entities.

Sets up commercial accounts through Voyager for all State agencies/government entities.

Confers with State Treasurer's office concerning changes to the Fleet Card contract.

Develops and issues changes to the credit card coordinators manual and the operations procedures for the Nebraska uniform fuel credit card system.

Receives, identifies, and coordinates the resolution of problems for all sales tickets submitted by fuel supply points and State agencies for data entry.

Acts as mediator to resolve issues between the agency, credit card provider, and various vendors.

Oversees the maintenance of, and reviews and corrects the fuel inventory, the station plate file, and State agencies fuel usage reports.

Confers with representatives of participating petroleum companies to resolve problems.

Coordinates the NDOR fuel credit card program.

Confers with State and agency information technology and network staff to develop and implement improvements to procedures and systems design for the fuel credit card program.

Coordinates the repair and maintenance of technical equipment used in the administration of activities and systems assigned.

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Applies for permits through the State Fire Marshal office for the above ground and underground storage tanks utilized by NDOR.

Sets up new tanks and fuel sites for NDOR.

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

Knowledge of: administrative report preparation practices; record keeping practices; inventory control practices; office procedures and equipment; automated data processing and inventory systems; the Nebraska uniform fuel credit card system; laws and regulations which impact the assigned work unit operations; NDOR organizational structure, functions, goals, policies, and procedures.

Ability to: develop and maintain inventory control systems; identify and interpret program requirements, policies, and regulations; collect, assemble, and analyze facts and develop conclusions to recommend solutions to problems; interact with agency managers and employees, and the public to gain their cooperation and to establish working relationships; formulate and recommend modifications to operational directives to attain agency goals; oversee and coordinate the fuel credit card program operations.

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

Two years of post-high school coursework/training in accounting, bookkeeping, business administration, or finance. OR Two years of experience managing, overseeing, or coordinating a credit card, fuel management, or fiscal related operations and associated automated systems.

Experience in using standard computer operations and applications are also required.

SPECIAL NOTE:

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).