

## **FLEET ADMINISTRATION SUPERVISOR**

### **DEFINITION**

Under direction, performs supervisory work in the day-to-day operations of the Fleet Management Division and plans and supervises the administrative support functions and the fleet computer systems.

### **SUPERVISION RECEIVED/EXERCISED**

Receives general administrative direction from the Fleet Manager.

Exercises supervision over paraprofessional, and administrative support staff as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Fleet Administration Supervisor is a single position class. Reporting to the Fleet Manager, the incumbent independently administers the division's fleet computer systems and exercises considerable independent judgment required to supervise the identification, recommendation, and implementation of cost savings and efficiency measures related maintenance and administrative operations. This class differs from Fleet Manager in that the latter directs the total fleet operation.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Supervises administrative and clerical staff and assigned functions, including payroll, customer billings, accounts payable, work order processing and tax preparation functions.

Coordinates and ensures the maintenance and upgrading of applicable technological systems, software and/or databases in assigned area of responsibility.

Prepares and oversees the budget for assigned section within the division and develops and recommends appropriate service charges.

Oversees OSHA safety requirements and also responsible to ensure accurate and timely reporting for conformance with other federal, state and local program-compliance mandates.

Performs studies and prepares recommendations to institute maximized efficiency and effectiveness measures.

Develops periodic and special reports using a variety of report writing software.

Coordinates and supervises assigned special projects.

May act for the Fleet Manager in his/her absence.

Performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Computer systems/database administration and the ability to oversee fleet systems in day to day operations and the production of computer generated reports.

Developing procurement specifications, staff reports and other complex documents.

Principles and practices of public administration, governmental budgeting, accounting, personnel administration, procurement methods, and current office management methods and practices.

Generally accepted payroll, accounts payable and accounts receivable methods, policies and practices.

Federal, state and local safety and performance regulations for equipment, maintenance facilities and the automotive/industrial trades, including CAL-OSHA requirements.

### **Ability to:**

Analyze operational processes and make sound recommendations for changes that will increase departmental efficiencies.

Develop procurement specifications, staff reports and other complex documents.

Plan and supervise the work of subordinate staff including evaluation of workloads and resources and implementation of adjusted work plans, processes and procedures to meet changing demands.

Collect, compile, and interpret technical and statistical data and to analyze problems and make appropriate recommendations/improvements.

Coordinate and supervise assigned special projects in area of responsibility.

Interpret, apply and explain applicable laws, codes, ordinances, policies, procedures, rules and regulations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS**

**Education:**

Associates Degree in public or business administration, automotive or industrial technology or related field.

**Experience:**

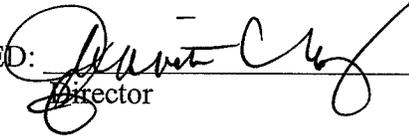
Three years of full time paid supervisory experience in a governmental agency, private agency, automotive, manufacturing or machinery industry which involved responsibility for implementing and monitoring budgets and/or planning implementing and evaluating programs, policies and procedures.

Additional qualifying experience may be substituted for the required education on a year-for-year-basis.

**Special Requirement(s):**

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_

  
Director

DATE: \_\_\_\_\_

2/23/10