

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Fleet Administrator</u>
Sch & Grade	<u>PAT-11</u>
Class Code	<u>BH05</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Fleet & Equipment Services</u>

PRIMARY PURPOSE:

Develops, organizes and directs personnel and programs involved in the operation of the City's Service Center which handles a variety of fleet activities for the City of Springfield.

SUPERVISION:

Under general supervision of the Superintendent of General Services; supervises assigned staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, directs and coordinates activities involving fleet administration for the City of Springfield including fleet management, inventory control, budgetary issues, automated records management, as well as day to day office management duties.
2. Participates in the development and implementation of related policy issues and makes recommendations when appropriate.
3. Assists other department and division heads in the preparation of specifications, procurement, selection and modification of a wide variety of automotive equipment and general and special purpose equipment.
4. Supervises employees involved in fleet activities including completing performance evaluations, recommending and implementing necessary disciplinary action, and participating in and making recommendations regarding hiring decisions.
5. Develops and effectively implements short and long range plans regarding fleet administration operations and coordinates equipment maintenance issues with equipment maintenance supervisors.
6. Prepares and monitors the budget for the Service Center.
7. Meets and confers with contractors and vendors of applicable goods and services.
8. Utilizes appropriate computer software applications such as word processing, spreadsheet, and database.
9. Prepares and presents a variety of routine and special reports as well as a variety of correspondence.
10. Reads, interprets, and analyzes a variety of information such as vehicle specifications, vendor reports, and record keeping information.
11. Travels to off-site locations to meet with vendors, contractors, etc.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, and other training programs for professional development purposes.
2. Completes special projects as assigned.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Modern office management principles and procedures; business operational methods and procedures including basic principles of accounting and inventory control; computer software applications. A knowledge of fleet administration principles and procedures is desirable.

Abilities

Effectively manage operations for the City Service Center including planning, developing, directing, and coordinating fleet administration activities; supervise assigned staff; read, analyze, and interpret a variety of information; prepare clear and concise reports; utilize sound, independent judgment; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, contractors, vendors, and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor's Degree in Business Administration or a related area plus at least three years of work experience in or related to fleet administration with one year being in a supervisory capacity. Directly related fleet administration experience may be substituted for the degree requirement on a year-for-year basis.

Physical Requirements

Performs bending and reaching; lifts and carries up to 10 pounds; pushes and pulls up to 25 pounds; must possess ability to operate a computer keyboard.

Working Environment

Primarily indoors with heating and cooling regulated in an office and garage setting.

Licensing/Certification

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

None required.

Last Revision:	February 10, 2012	GENERAL ORDINANCE NO. 5449
Comments:	Updated Abilities	Date: April 4, 2005

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____