



**Classification:** FFD Program Supervisor (Administrative Section)

**Title Code:** V00680

**Pay Range:** 26

**POSITION SUMMARY:** This is a responsible position wherein the individual assists and provides support to the Fleet and Facilities Division in the areas of fleet management, division budgeting, procurement of Patrol vehicles, and other administrative functions, as assigned. 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; and assisting in development of vehicle and equipment specifications.

**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.):

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.

Performs a variety of administrative duties, as assigned.

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 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 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 Bachelor's degree and two years of experience in the knowledge, skills, and abilities associated with the duties of this position.

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

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**FLSA STATUS:** Partial - 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.