PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for management and administrative work related to the operation of the City’s warehouses, staff and inventory, specifying and ordering the City’s non-sworn fleet of vehicles, and contract management and procurement activities; and performs other related assigned duties.

ESSENTIAL TASKS:
• Manages the City’s warehouses, ensuring correct and adequate inventory and procurement activities
• Works cooperatively with City departments and vendors to ensure purchasing and contract requirements are met and assists in problem resolution for internal and external customers
• Manages procurement for the City's non-sworn fleet, including accuracy of specifications and purchase orders
• Collaborates with City departments to determine vehicle and equipment needs, including the creation of bid specifications and compliance with Oklahoma Bridge Laws
• Evaluates bids to ensure specifications are met
• Manages vendors relationships for purchasing and coordination of orders and deliveries, resolving dispute to ensure compliance with all applicable policies and procedures as well as local, state, and federal regulations
• Develops expectations for the Fleet Services Coordinator to ensure vehicles are assigned correct asset numbers and entered into the appropriate databases(s) and communicated to customers
• Manages, trains, coordinates, and assigns the work of staff to ensure that customers’ needs are met and that all applicable policies and procedures, and local, state and federal regulations are followed
• Participates in the department’s Safety Committee, as well as in the City’s Fleet Management Steering Committee
• Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Must meet the following option or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Completion of 120 hours from an accredited college or university in a field relevant to the essential tasks listed in the job description; and,
(b) Five (5) years’ experience in a field relevant to the essential tasks listed in this job description; including,
(c) Three (3) years increasingly responsible administrative or management experience; and,
(d) Three (3) years’ experience in the automotive repair industry.

Knowledge, Abilities and Skills:

Knowledge of:
• Considerable technical knowledge of City vehicles and equipment, as well as other vehicles the City may consider purchasing
• Knowledge of supply chain management best practices
• Knowledge of basic computer software
• Knowledge of personnel management, including coaching, mentoring and training best practices
• Knowledge of City of Tulsa Policies and Procedures and applicable Collective Bargaining Agreements
• Knowledge of purchasing best practices and the City’s purchasing process and requirements

Ability to:
• Ability to plan and direct staff
• Ability to create accurate documentation
• Ability to pay attention to detail
• Ability to motivate, coach, train and mentor employees
• Ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, telephone and two-way radio; frequent lifting up to 10 pounds, with occasional lifting up to 20 pounds; frequent carrying up to 5 pounds, with occasional carrying up to 10 pounds; occasional pushing and pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:
1. Possession of a valid Oklahoma Class “D” Driver license; and,
2. Possession of a valid Oklahoma Class “A” Commercial Driver License within six (6) months of date of hire.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; and requires some travel to various locations for field inspections and/or activity coordination.

EEO Code: EX-01
Group: Clerical and Administrative
Series: General Administrative