CLASS TITLE: EQUIPMENT MANAGEMENT ADMINISTRATIVE MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for providing administrative support and supervision of complex activities within the data support, inventory, planning, loss control, and budgetary activities of the Equipment Management Department; and performs other related assigned duties.

ESSENTIAL TASKS:
• Develops and maintains division budget and assists director in the integration of department budget areas
• Establishes internal service fund billing rates
• Coordinates the department's safety and risk management program
• Develops, coordinates, and manages payroll, contract, purchasing, and personnel management efforts
• Manages the department's leave reporting
• Manages and monitors a performance planning and review system
• Promotes the utilization of minority and female owned business contracts
• Plans, organizes, coordinates, and evaluates the work of section heads in various activities
• Directs and coordinates Safety and Health programs, inventory management, and financial management functions and activities
• Direct the use and modification of computer information systems
• Directs planning concerns and coordinates the work of planning and information services
• Directs operational and material audits
• Directs the development, maintenance, and analysis of the department data base information systems
• Prepares bid specifications and management reports
• Coordinates the preparation of the monthly report that examines the economy, efficiency and effectiveness of the department's operations
• 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: Graduation from an accredited college or university with a bachelor's degree in industrial engineering, public administration, business administration, or a related field, and five (5) years of progressively responsible experience in fleet or inventory systems management, including budget preparation responsibilities; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one step pay increase following completion of one of the following certifications: Certified Public Fleet Professional (CPFP) through the American Public Works Association, or Certified Automotive Fleet Manager (CAFM) through the National Association of Fleet Administrators.

Employee will be eligible for an additional pay step increase by obtaining a second certification listed above. Failure to maintain certification from which a pay step increase results will result in a loss of pay step.

Knowledge, Abilities and Skills: Considerable knowledge of public administration including budget preparation and control, purchasing and personnel management; considerable knowledge of the principles and practices of fleet maintenance services; and considerable knowledge of inventory and management data support systems. Ability to plan, direct, coordinate, and account for expenditures of resources, materials and man-hours within a variety of departmental functions; ability to establish realistic objectives, schedules, and budgets; and the 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 and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1005
EEO Code: E-01
Pay Code: EX-44

Group: Clerical and Administrative
Series: General Administrative

Effective date: February 19, 2018