CLASS TITLE: Manager of Fleet Services

CHARACTERISTICS OF THE CLASS: Under direction, coordinates the city-wide computer based vehicle and integrated fuel management system for the Department of General Services; and performs related duties as required.

EXAMPLES OF DUTIES: Directs the implementation and administration of the department's Vehicle Management/Fuel Management System (VMF/FS); directs the collection and analysis of vehicle maintenance and fuel usage data for City fleet vehicles; reviews and analyzes City-wide vehicle usage and fuel expenditures to ensure the efficiency and effectiveness of fleet operations; coordinates the maintenance of petroleum inventories and fuel distribution activities; oversees inventory control activities for vehicle parts and equipment; oversees computer system operations and maintenance; prepares administrative and budgetary reports on vehicle and fuel consumption costs.

DESIRED MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Business Administration or a related degree supplemented by five years of progressively responsible experience in the coordination and management of computerized inventory control systems including three years of supervisory experience, or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill: Considerable knowledge of vehicle and fuel management methods and practices.

Considerable knowledge of automotive equipment and operations.

Ability to plan, supervise and review the work of subordinate employees. Ability to evaluate and analyze vehicle and fuel expenditures. Ability to prepare administrative and budgetary reports.

Considerable skill in the implementation and administration of computerized inventory control systems. Considerable skill in the application of inventory control practices and procedures. Excellent oral and written communication skills.

January, 1992