I. PURPOSE SUMMARY. Plans, organizes, coordinates and performs a wide variety of complex and confidential administrative functions in support of the Fleet Department.

II. ESSENTIAL DUTIES.
1. Assists the Fleet Manager and/or Fleet Analyst
   a. Applies considerable knowledge of county objectives and policies, composes correspondence, reports, spreadsheets, requisitions and documents for the signature of the supervisor.
   b. Coordinates the logistics for setting up meetings and represents the department at the meetings, as directed.
   c. Provides telephone and receptionist services.
   d. Receives, reviews, routes and controls incoming/outgoing correspondence, agendas, forms, and reports for correct format, grammar, and punctuation. Makes corrections as necessary and routes or mails correspondence to appropriate recipient.

2. Processes work orders
   a. Enters vehicle maintenance, repair and fuel usage information into computerized database or tracking system.
   b. Maintains files for warranty or recall repairs completed. Posts repairs performed by vendors. Posts stock and/or non-stock parts.
   c. Maintains vehicle repair history records. This involves performing computer data entry of vehicle maintenance repairs, road calls, accidents, sublet repairs, encodes labor operations and corrects data as needed.
   d. Records operator vehicle inspections and repair requests. Runs daily shop productivity reports. Runs periodic or ad hoc reports.
   e. Creates quotes as per repairs needed and sends to appropriate departments for approval.

3. Processes Purchase Orders
   a. Prepares requisitions for supplies and services.
   b. Orders items once purchase order is received.
   c. Processes invoices and received items in Banner system.
   d. Maintains records of purchases.
   e. Creates yearly new fiscal requisitions to obtain purchase orders in accordance with proper filing system.

4. Assists in budget related functions
   a. Functions as the point of contact on department budget matters.
   b. Prepares budgets for multiple funds.
c. Prepares monthly revenue and expense reports for multiple funds.
d. Monitors expenditures and revenues. Oversees, coordinates and monitors internal controls and processes for general accounting functions.

5. Perform timekeeping and payroll functions
   a. Examines, prepares and corrects personnel actions that affect pay and leave.
   b. Answers questions and provides advice to employees and supervisors on procedures related to pay and leave accrual/usage.
   c. Verifies the accuracy of preliminary payroll and submits corrections as necessary.
   d. Maintains leave request and attendance records in accordance with proper records schedule.

III. ADDITIONAL DUTIES.

1. Performs additional related duties as assigned.

IV. QUALIFICATIONS.

Education. High school diploma or equivalent.

Experience. Five (5) years of increasingly responsible administrative, accounting, or support services experience. Knowledge of Kronos and Banner preferred.

Education/Experience substitution. In accordance with County policy.

Licenses/Certifications. N/A

Other (e.g., post-offer medical exam, polygraph, background check, driver’s license record, etc.) Background check.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION.
Office procedures and practices, word processing, administrative techniques and organizational skills, filing and record keeping systems, principles and procedures of budget preparation, control financial record keeping and reporting, business English, spelling, grammar, punctuation and basic arithmetic, technical writing skills and ability to establish and maintain effective and cooperative working relationships with others, organizational skills at high level, detail oriented, prioritize to meet multiple deadlines, maintain confidentiality.

2. FREEDOM TO ACT. Assignments are made by defining objectives, priorities and deadlines. The position handles problems and deviations in accordance with instructions, policies, previous training or accepted practices. Work is reviewed for conformity to policy and requirements.

3. GUIDELINES AND JUDGMENT. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures and for application and in making minor deviations to adapt to specific cases. Where existing guidelines cannot be applied, or significant deviations from the guidelines are proposed, supervisory assistance is required.

4. PHYSICAL DEMANDS. Work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, or carrying of light items.
5. **WORK ENVIRONMENT.** Functions within an office environment with no notable environmental factors.

6. **SUPERVISORY RESPONSIBILITY.** The position may perform work of the same or comparable nature and difficulty as subordinates; or may assist a higher level supervisor with some supervisory duties such as coordinating and monitoring the flow of work, or training and assisting subordinates.

V. **EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

_________________________  ______________________
Employee signature        Date

_________________________  ______________________
Employee print name       ID#