

**DOÑA ANA COUNTY  
CLASSIFICATION SPECIFICATION**

**Fleet Analyst**

**PURPOSE:** To perform professional level support, administrative and technical duties for the Fleet Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job).

Compile data and perform analysis and research involved in preparation of the vehicle replacement program; establish schedules and methods for vehicle and equipment replacement; assist with preparation of the vehicle replacement budget.

Prepare various reports and statistical analysis on operations and maintenance activities within the division.

Researches and analyzes operations, work flow and work quality; provides statistical analysis of fleet practices and methods; researches and analyzes technical transactions and operations to resolve questions and validate data; provides analysis on process improvement projects.

Monitors budget and expenditures, prepares and reviews personnel actions, agenda items, budget changes, accounting activities and other administrative functions to assure compliance with County policies.

Oversees assignment of fuel cards; monitors and analyzes fuel card usage and prepares reports as required.

Responsible to assure all vehicles purchased are registered in a timely manner and in compliance with all licensing and registration laws.

Tracks and analyzes long- and short-term vehicle leases and makes recommendations to management.

**SUPERVISION EXERCISED/RECEIVED:** Work is performed under general direction of the assigned supervisor.

**QUALIFICATIONS:** Bachelor's degree in Public or Business Administration or related field AND three (3) years experience in fiscal, administrative, operations or management analysis. One (1) year of experience in the Public Sector is preferred. A combination of education, experience and training may be applied in accordance with Doña Ana County policy.

**CERTIFICATIONS, LICENSES:** Valid Class D driver's license.

**KNOWLEDGE, SKILLS & ABILITIES:** Knowledge of principles of program evaluation, organizational planning, research design and analysis, principles of record keeping and records management; principles and techniques of mathematical computations, statistical analysis, government accounting and budget administration; business and personal computers and spreadsheet software applications. Ability to: prioritize multiple tasks, projects and demands; communicate effectively in verbal and written forms, establish and maintain effective working relations. Skill in: Analyzing problems, identifying solutions and recommending techniques for resolution of issues; preparing complete, comprehensive and accurate reports; reading, understanding and applying relevant rules, codes, and other governing regulations; evaluating procedures for efficient and cost effective management of resources, using initiative and independent judgment within established guidelines.

**PHYSICAL DEMANDS:** Light physical demands; mostly desk work, some lifting and carrying of files and reports. Frequent to constant use of a computer.

**WORK ENVIRONMENT:** Essential duties are performed indoors the majority of the time under normal controlled temperature conditions. Work surface is even, carpeted, tiled and/or a concrete floor. .

APPROVED: 9/26/08  
Date  
[Signature]  
Department Director/Elected Official

[Signature]  
Human Resources Director