

## **FLEET ADMINISTRATIVE SUPERVISOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The Fleet Administrative Supervisor is responsible for performing office supervision and administrative support work involving full and significant supervision of paraprofessional staff in Fleet Services. This class coordinates all office activities and resolution of daily problems and is responsible for selecting, training, and supervising personnel; controlling work flow; establishing and implementing office policies, procedures and goals; compiling data and preparing reports; and resolving operational and procedural problems. Additionally, this class is responsible for providing administrative expertise in regard to the City's fuel system and fleet management system. Specific duties include: managing site repairs at City fuel sites; providing coordination of vendors, and scheduling staff coverage for site inspections and weekend coverage; directing the fueling and inventory management; overseeing the creation and maintenance of information related to the City's vehicles/equipment including new vehicle entry, repair orders, preventative maintenance updates, emissions information, and license information; and training others on the fleet management system.

**Distinguishing Features:** Work is performed independently within established policies and procedures and may also require technical knowledge and expertise of a program area. An employee in this class receives administrative supervision from the Fleet Support Services Administrator, who reviews work through reports, meetings, and overall results achieved. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED. Extensive (5+ years) of administrative experience (such as managing and administering programs, maintaining monthly spreadsheets, public contact work, and software applications (example: word processing, spreadsheet, data management). Good (1 - 3 years) supervisory experience in a clerical or secretarial capacity.

**Special Requirements.** Because of the confidential, sensitive nature of information handled, successful completion of a background investigation is required. Must possess a valid Arizona Driver's License by hire date or promotion date.

**Substance Abuse Testing.** None

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a degree in a related field is highly desirable. Supplemental coursework in office management, secretarial science, bookkeeping, account keeping, accounts receivable billing, or related coursework is preferred.

### **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates with Fleet management, subordinates, and representatives from other City departments, vendors, contractors, and agencies to establish and maintain effective working relationships. Acts as a liaison between professional and support staff in processing work and resolving problems. Trains personnel in work procedures. Explains policies, rules, and regulations to employees. Responds to requests for information regarding office, department, and City functions. Conducts staff meetings. Composes correspondence, reports, schedules, minutes, agendas, and statistical worksheets. Prepares operating procedures and systems and training programs.

**Manual/Physical:** Participates in the selection of applicants for hire, including application review and interviewing. Reviews the work of subordinate personnel to ensure compliance with standard operating procedures. Maintains office supplies, forms, and equipment inventory. Types and keys correspondence, reports, schedules, minutes, agendas, and statistical worksheets. Maintains office files, including personnel files. Implements operating procedures and systems, and training programs for efficient office operation. Sorts, files, and/or distributes incoming mail, products, or other materials. May assist with annual inventory.

**Mental:** Plans, prioritizes, organizes, assigns, and evaluates the work of paraprofessional staff engaged in performing a variety of routine, skilled, and specialized tasks. Serves on division and/or department strategic planning teams. Coordinates work activities and program functions with other City departments, other cities, or other agencies such as Arizona Department of Economic Security (ADES) and Arizona Department Environmental Quality (ADEQ). Coordinates the requests for support tasks from several different areas/supervisors. Performs informational research involving the compilation of data. Participates in evaluating new equipment and systems. Coordinates office remodeling and equipment maintenance. Resolves procedural, operational, and other work-related problems. Learns job-related material through on-the-job training and in classroom settings.

**Knowledge and Abilities:**

Knowledge of:

modern office management practices and procedures;  
modern supervisory, training, and evaluation methods and practices;  
personnel selection and training methods;  
methods and policies pertinent to Fleet Services; and  
PC software applications.

Ability to:

plan, organize, assign, and review the work of a support and/or paraprofessional staff;  
explain policies, rules, and regulations to employees;  
perform informational research involving the compilation of data;  
intercede in difficult public contact situations;  
compose and type and/or key correspondence, reports, schedules, minutes, agendas, and statistical worksheets;  
perform special projects as assigned; and  
establish and maintain effective working relationships with management, coworkers, subordinates, personnel from other departments and agencies, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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TC/lv

CS4428.DOCX

EEO-A/S

JOB FCTN-OFF

Non-DOT Safety and Security- N

CDL- N

RESP - N

PAY GRADE: 50

IND-8810

SWORN-No

Non-DOT Random- N

DOT- N

INCREMENTS 58-200