

Job Class Code: 1715	FLSA Status: Exempt
Pay Code: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION

The primary purpose of this job classification (class) is to administer and manage fleet maintenance systems and oversee accounting and budgetary processes within the department. The job class is responsible for managing system permissions, troubleshooting user issues, analyzing and maintaining financial records and reports, and reconciling various accounts. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

<ul style="list-style-type: none"> • Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination. • Administers the FleetFocus system to include confirming correct level of access to operators and users; monitoring system data for integrity, troubleshooting all system issues, and working with fleet support for any major issues. • Administers FuelFocus and fuel sites to include assisting operators experiencing procedural issues, software issues and hardware issues. • Manages and maintains the City’s Motor Pool System, to include adding and removing vehicles from the system, adding and deleting operators, and assisting operators with issues. • Reviews flow of monies into and out of the department to ensure accurate financial records to include reviewing accounting activities such as requisition requests, accounts payable and accounts receivable. • Prepares and monitors budget for the department with the assistance of the department’s management team. • Develops, authorizes, and implements processes and procedures to streamline tasks, accomplish department goals, and implement new systems. • Creates and prepares reports extracting data from FleetFocus; trains department contacts on running reports through InfoCenter. • Assists on a variety of special projects such as implementation of new products, replacement or upgrades to existing hardware, or serving as the department’s liaison to other departments. • Performs other duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information; may implement and report on operations and activities.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs coordinating work involving guidelines and rules; solves problems constantly.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements; may use algebraic solutions of equations and inequalities, descriptive statistics, mathematical classifications or schemes.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style.

Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions affecting the individual, coworkers, and others who depend on the service or product.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Knowledge of Generally Accepted Accounting Principles (GAAP), computers, database software and other information technology; knowledge of general accounting principles, financial computations, statistical analysis and basic budgeting principles.
Skills	Effective communication skills orally and in writing; computer skills to include web based and Java applications, crystal reports; and Microsoft Office applications.
Abilities	Ability to communicate ideas verbally and in writing; ability to perform calculations for purchasing and financial transactions; ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in business, accounting, finance or a closely related field.
Experience	In addition to satisfying the vocational/education requirements, this class requires a minimum of three years of related experience, to include one year of supervisory experience.
Special Certifications and Licenses	None
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.