

SCHOOL DISTRICT OF ALACHUA COUNTY

ANALYST -- FLEET

JOB DESCRIPTION

JOB CODE:	780210	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Non-Exempt	PAY GRADE:	27
		SALARY SCHEDULE:	Professional/Technical

QUALIFICATIONS:

- (1) Associates degree from an approved accredited educational institution; coursework in business, finance, or computer science preferred; and
- (2) Minimum of five (5) years experience in fleet automated systems, experience in monitoring parts, garage, and fuel activities preferred; or
- (3) An equivalent combination of education and training.
- (4) Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible administrative support duties. Extensive knowledge of office practices and procedures, including financial functions. Knowledge of the organization, operation, programs and goals of the district. Ability to understand and carry out complex oral and written directions and solve work-related problems without direct supervision. Considerable knowledge of School Board policies. Ability to organize and maintain data and prepare complex reports. Ability to prepare complete and accurate financial reports and statements of considerable complexity. Ability to communicate effectively both orally and in writing. Ability to research and prepare narrative reports. Excellent computer and data entry skills. Ability to assembly and input data efficiently and accurately and ability to operate a computer and utilize software applications used by the District. Ability to establish and maintain effective working relationships with administrators, department staff, and principals.

REPORTS TO:

Manager -- Fleet

JOB GOAL

To provide highly responsible support functions to maintain a safe, economical and efficient vehicle maintenance and inspection program for the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Assist in planning, developing, coordinating, and monitoring the procurement, accounting, billing and financial processes of the Fleet department.
- *(2) Provide monthly financial reports to the Fleet Manager and other department heads.
- *(3) Configure and administer all fleet related software systems.
- *(4) Assist in training and provide support for all appropriate fleet personnel on the use of the software that manages the operations for parts, garage and other fuel functions.

ANAYLST -- FLEET (Continued)

- * (5) Prepare and submit all necessary reports for fuel and fuel regulations.
- * (6) Assist in the development of the department's annual budget.
- * (7) Monitor and revise the Fleet Replacement Plan annually and make necessary adjustments.
- * (8) Monitor and revise the fleet vehicle inventory and the location of all fleet vehicles.
- * (9) Perform data entry, retrieval, and distribution functions.
- * (10) Maintain complex records, to assemble and organize data and to prepare appropriate reports.
- * (11) Examine, verify and maintain data, statistics and other information for completeness and accuracy and prepare reports as required.
- * (12) Keep abreast of governmental statutes, regulations, and rules relating to fleet management.
- * (13) Assist in the development and preparation of materials for meetings or submission to the School Board.
- * (14) Schedule and assist in the preparation of materials for special training programs.
- * (15) Adhere to applicable safety standards.
- * (16) Attend all staff meetings and workshops.
- * (17) Assist with maintaining a clean and orderly environment.
- * (18) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (19) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- * (20) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (21) Demonstrate initiative in the performance of assigned responsibilities.
- * (22) Demonstrate support for the school district and its goals and priorities.
- * (23) Exhibit interpersonal skills as an effective team member.
- * (24) Follow attendance, punctuality and proper dress rules.
- * (25) Maintain confidentiality regarding school/workplace matters.
- * (26) Maintain expertise in assigned areas.
- * (27) Manage time efficiently.
- * (28) Model and maintain high ethical standards.
- * (29) Participate in cross-training activities as required.
- * (30) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (31) Prepare all required reports and maintain updated and accurate records.
- * (32) Represent the District in a positive and professional manner.
- * (33) Respond to inquiries and concerns in a timely manner.
- (34) Perform other duties as assigned.
- * (35) May be required to work beyond the 40 hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

ANAYLST -- FLEET (Continued)

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 11

Adopted 6/18/19