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Class Specifications
for the Class:

AUTOMOTIVE SERVICES ADMINISTRATOR
(AUTOMOTIVE SERVICES ADMR)

Class Distinguishers:

Managerial Responsibility: As chief of the State's Automotive Management Division, this class reflects responsibility for control of the administrative and management functions of the statewide motor pool and parking control programs. Such responsibility includes developing long-range plans, policies and procedures; planning, developing and managing program resources, including budget, staffing, equipment and supplies; and drafting proposed revisions to laws and rules related to the programs.

Complexity: The sole position in this class has overall responsibility for the acquisition, rental, maintenance and repair of all motor vehicles in the State's Motor Pool Program; and for the construction, operation, maintenance, and control of parking facilities under the control of the State Comptroller, including the allocation of parking spaces for State employees and the enforcement of parking regulations. The division's programs are entirely self-funded, and rely solely on revenues generated through their operations. Therefore, motor vehicle rental and maintenance fees and parking fees must be established appropriately in order to collect sufficient revenues necessary to pay for the cost of the division's operations including salaries of personnel, and capital improvements such as construction or renovation of parking facilities.

Supervision Exercised: The position in this class directs, coordinates, and implements the activities of the State's Automotive Management Division through subordinate supervisors.

Personal Contacts: The position in this class establishes and maintains extensive personal contacts and working relationships with top-level State administrators and officials, federal and county government agencies, and private entities and associations for the purpose of facilitating working relationships beneficial to the organization's functional responsibilities, e.g., negotiating for use of private parking spaces for State employees/public officials in geographic locations without a State parking lot/facility available, contracting of services, responding to inquiries and concerns,

persuading others on benefits and/or drawbacks of choices, alternatives, etc.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of:

1. principles and practices of administration, business management, including fiscal and supply management;

2. program planning and evaluation techniques, including cost benefit analysis and other program feasibility and evaluation techniques;

3. State laws, rules and regulations, policies and procedures pertinent to the administration and management of the State's motor pool and parking control programs;

4. budget development and execution;

5. effective work organization and staff utilization;

7. principles and practices of supervision and management;

8. report writing;

9. governmental organizations and functions;

10. automotive fleet rental and maintenance;

11. common practices and procedures in automotive services management, including procurement of motor vehicles, supplies, and maintenance service contracts;

12. facilities operation and maintenance.

Ability to:

1. plan, organize, direct, and evaluate through subordinate supervisors, the activities of the statewide motor pool and parking control programs;

2. develop and implement program plans, policies, goals and objectives;

3. identify and analyze problems, use reasoning to arrive at conclusions, and find alternative solutions to complex problems;

4. determine objectives and strategies, anticipate potential issues and opportunities, and evaluate the progress and outcome of plans;

5. make well-informed decisions; perceive the impact and implications of decisions;

6. anticipate the needs of customers;

7. develop and implement guidelines, policies and procedures;

8. gain the cooperation of others, such as representatives of other State agencies, vendors, and customers, in order to accomplish goals, build consensus, and negotiate to find mutually acceptable solutions;

9. express information orally and in writing to individuals and groups effectively, taking into account, the audience and nature of the information; prepare clear and concise reports, correspondence and testimony.

Examples of Duties: *(The sole position in this class may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plans, organizes, directs and evaluates the State's motor pool and parking control programs.

2. Formulates program plans, policies and procedures relating to the State's motor pool and parking control programs.

3. Implements, administers, and drafts revisions to laws and administrative rules relating to the State's motor pool and parking control programs (e.g., acquisition, rental, operation, maintenance, repair and disposal of motor pool vehicles, allocation of parking spaces, setting and collection of parking fees, enforcement of parking regulations, and construction and operation of parking facilities) in accordance with applicable State statutes, procurement and budget policies and procedures and other administrative rules and regulations. Conducts public hearings on proposed parking administrative rule changes.

4. Establishes motor vehicle rental and repair rates, and parking fees in accordance with established policies and procedures, taking into account operating costs for the motor pool and parking programs; directs the allocation and assignment of parking spaces.

5. Develops the scope, cost estimates, and budget for capital improvement projects for the major expansion of or improvement of parking facilities under the control of the Comptroller; advises the Comptroller on statewide policies regarding the construction of parking facilities under the Comptroller's jurisdiction.

6. Evaluates technological changes and products used in parking facilities to improve the efficiency of parking operations; directs the implementation of changes.

7. Prepares and negotiates lease rental agreements for parking facilities with other State agencies and private business organizations.

8. Prepares and monitors technical service contracts for the procurement of cleaning and repair services of parking garages, including elevators, air conditioning, lighting, landscaping, drainage, security alarms, video monitoring, and computerized access control systems.

9. Provides recommendations to the Comptroller on issues under the State's jurisdiction related to motor vehicles, fuel, transportation, parking facilities, and employee benefits related to motor vehicle mileage and parking reimbursement.

10. Monitors the Federal Environmental Protection Agency (EPA) regulations on underground storage tanks and other hazardous waste disposal requirements in order to ensure that the Motor Pool garage facilities and operations are compliant.

11. Keeps abreast of the Federal Department of Energy (DOE) rules and regulations for the acquisition of Alternative Fueled Vehicles and develops a replacement plan to comply with the mandate.

12. Justifies the cost benefit and continued need for the Motor Pool Program by conducting feasibility studies for purchasing versus leasing motor vehicles, personal mileage reimbursement, car rental charges, gasoline re-sales, and repairs and maintenance services.

13. Oversees, through a subordinate supervisor, the State's employee parking sub-program, including the allocation of parking spaces available per parking facility for employee rentals, setting of appropriate rental fees, and the procedures for the collection of such fees.

14. Prepares and submits legislative proposals, and budget documents, and testifies on behalf of the Comptroller on matters related to the parking control and motor pool programs; clarifies concerns and responds to inquiries.

15. Formulates budget and expenditure plans; determines staffing and resource requirements needed to meet program needs.

16. Interviews and selects new employees, provides staff training and development, evaluates subordinates' job performance, initiates requests for personnel actions, approves leave requests and handles disciplinary problems and grievances.

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This is an amendment to the class specification for the class, AUTOMOTIVE SERVICES ADMINISTRATOR(AUTOMOTIVE SERVICES ADMR) effective December 30, 1975.

DATE APPROVED: 12/30/02 /s/ Dawn M. Young
Director of Human Resources Development