



<b>DATE</b>	September 2022
<b>JOB CODE</b>	
<b>FLSA</b>	EXEMPT ADMINISTRATIVE
<b>EEO</b>	

JOB TITLE: Fleet Analyst  
 DEPARTMENT/DIVISION: Fleet and Facility Services  
 REPORTS TO: Fleet and Facility Services Manager

**SUMMARY:** Responsible for performing entry level professional budgeting and management analysis work such as providing annual Fleet budget support and performing research and analysis related to Fleet management objectives. Work requires limited supervision and the use of independent judgment and discretion.

**ESSENTIAL JOB FUNCTIONS:**

- Develop and maintain annual Fleet replacement budgets and forecasts. Track cost data from year to year, benchmark ROI cost for electric vehicles and emission reductions.
- Conducts audits of the Fleet Non-target repairs, which includes reviewing monthly statements to ensure compliance with applicable guidelines and policies; auditing selected department’s purchasing history to ensure sound financial practice.
- Participates in preparing the City’s annual budget and related supporting documentation, which includes benchmarking Fleet replacement equipment, preparing budget agendas; preparing budget presentations; reviewing departmental budget submissions; participating in departmental and executive team budget reviews; reviewing budgets monthly; and/or, performing other related activities.
- Performs budget analysis activities, which includes researching and analyzing operational, fiscal, and other data for applicable processes; conducting interviews and operational observations; developing reports and making recommendations based on findings; reviewing and analyzing departmental performance management plans; and/or, performing other related activities.
- Collect data for Clean Cities Coalition application, including fuel types consumed and quantities; emission reductions; electric vehicles added to fleet; new vehicle improved emission data.
- Participates in analysis activities associated with managed competition studies, which includes coordinating select activities with the Managed Competition Director; running detailed cost effectiveness analysis; performing benchmarking; allocating costs for plan development; performing cost or service studies and research; analyzing data; participating in related meetings and presentations to provide recommendations and suggestions to improve performance or reduce expenses.
- Coordinates performance management plan maintenance and reporting, which includes: ensuring timely and accurate submission of plans; preparing key indicator reports for the Executive team; developing performance metrics and indicators; reviewing and updating measures for consistency and applicability; and/or, performing other related activities.

- Participates in a variety of special projects in support of departmental operations, which may include analyzing vendor contracts; requesting quotes; tracking Fleet replacements; researching qualified Fleet replacement vehicles; performing special studies; providing guidance and recommendations to departments to ensure organizational sustainability and maximize organizational efficiency, effectiveness, and performance; recommending cost-conscious decisions and actions; and/or, performing other related activities.
- Performs other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- None.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Knowledge of local government budgeting principles and practices;
- Knowledge of local government operations and processes;
- Knowledge of management principles;
- Knowledge of research and analysis methods;
- Knowledge of purchasing and fiscal policies and procedures;

Skilled in:

- Skilled in preparing budget documents and analysis;
- Skilled in reading and interpreting technical documents;
- Skilled in assessing cost efficiency and effectiveness of fleet operations for the City
- Skilled in conducting benchmark surveys;
- Skilled in conducting best practice research;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications proficient with excel and office suite;
- Skilled in communicating effectively with a variety of individuals.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Accounting, General Business Administration, or a related field.
- One year of experience in finance, budgeting or conducting research.
- This position will require proficiency in excel an office suite.

**PREFERENCES:**

- None.

**WORKING CONDITIONS:**

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.