



CLASS TITLE | ASSET MANAGEMENT ADMINISTRATIVE MANAGER

PAY GRADE: EX-44| www.cityoftulsa.org/pay

Class Code: 1005

Effective Date : 12/21/2022

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for providing administrative oversight focused on accounting, finance, payroll, personnel, grants, planning, contract management and budget and supervision of activities supporting the operational goals of the Asset Management Department (AMD); and performs other related assigned duties.

ESSENTIAL TASKS:

- Manages AMD's accounting and finance functions, payroll/personnel system, and contracts
- Develops, prepares and maintains the annual department budget
- Develops an internal service fund rate model to ensure department cost recovery and monitors monthly billing rates.
- Coordinates the preparation of monthly and annual financial and fleet management reports
- Researches and develops bid specifications for capital purchases for AMD
- Designs, manages, and updates a fleet condition scoring model to provide supported departments data used in decision regarding fleet replacement
- Identifies, researches and submits applications for new fleet related grants to match both the City's and the departments strategic goals
- Prepares performance reports on fleet management, fleet maintenance, and financial performance for management in an accurate and timely manner and advises management of trends and best practices related to performance
- Coordinates the development, administration and evaluation/monitoring of service level agreements with other city departments
- Coordinates and maintains Federal and State regulatory compliance and reporting on fleet related matters, ensuring compliance with the Environmental Protection Agency (EPA), the Oklahoma Department of Environmental Quality (ODEQ), and the Oklahoma Corporation Commission (OCC) for fuel licensing and regulation, Compressed Natural Gas regulations, and grant management reporting
- Assists with surveys, reports and other studies, collecting information on operations and administrative problems and analyzing results and advising management of possible solutions
- Researches new methodology, trends and developments related to the operations of high-performing municipal fleets and makes recommendations for implementation to management
- Assists in the implementation and monitoring of performance improvement initiatives, developing standard operating procedures and standard operation procedures, ensuring dissemination of materials and training to garner understanding
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PAY INCREASE OPPORTUNITY

Employee will be eligible for a one step pay increase following completion of one of the following certifications: Certified Public Fleet Professional (CPFP) through the American Public Works Association, or Certified Automotive Fleet Manager (CAFM) through the National Association of Fleet Administrators.

Employee will be eligible for an additional pay step increase by obtaining a second certification listed above. Failure to maintain certification from which a pay step increase results will result in a loss of pay step.

Employees requesting proficiency or progression increase must not be on a City Performance Improvement Plan at the time of the request.



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QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in accounting, finance, public administration, business administration, or a related field; **and**,
- (b) Five (5) years of progressively responsible experience in fleet, financial, or accounting systems management; **including**,
- (c) Two (2) years of experience in budget preparation responsibilities

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of public fleet administration including budget preparation and control, financial management, accounting principles and personnel management
- Considerable knowledge of the principles and practices of fleet maintenance services
- Considerable knowledge of inventory and management data support systems
- Knowledge of statistical analysis
- Knowledge of process management best practices

Ability to:

- Ability to plan, direct, coordinate, and account for expenditures of resources, materials and man-hours within a variety of departmental functions
- Ability to prepare and present reports
- Ability to review, analyze, draw conclusions from, and present data clearly and concisely
- Ability to communicate effectively, both verbally and in writing
- Ability to establish realistic objectives, schedules, and budgets
- Ability to work cooperatively with other City departments
- Ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization

Skill in:

- Skill in communicating to a diverse customer base and explaining concepts in such a way as to gain understanding
- Skill in the use of personal computers and related software.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

1. Possession of a valid Oklahoma Class "D" Driver License

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: E-01

Group: Clerical and Administrative

Series: General Administrative