

Title: Fleet Management Analyst	Effective Date: June 24, 2017	Grade: VIII	Job Category: Technician
Prior Title: Initial Distribution	Prior Effective Date:	Grade:	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for the collection and analysis of data to support fiscal planning activities for equipment funding and reporting, and maintaining fleet databases.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Maintain records of monies obligated for equipment and expenditures by District/Division and type of equipment.
- Update and maintain the Department's Vehicle Diagnostics and GPS Tracking/Fleet Management System and Database.
- Update, maintain and understand the Department's Fuel Management Programs consisting of the Automated Fuel Dispensing and Accounting System and Automated Tank Gauging System.
- Assist in tracking data regarding the Department's Rental/Lease Program.
- Assist in maintaining the Department's database for tracking the disposal of major and minor tagged equipment and minor fixed assets.
- Prepare reports on monies collected from the Department's annual equipment auction.
- Assist in the preparation of documents associated with the procurement of major and minor tagged equipment.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Experience in clerical work with emphasis in statistics. Knowledge of fleet/equipment activities and the Equipment Management System. Well-developed sense of urgency and follow-through. Effective writing and organizational skills. Proficiency in the use of personal computers and Microsoft Word, Excel, Access, Power Point, and Outlook.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

