

**Title:** Fleet Financial Analyst  
**PG:** 51  
**Status:** Non-Civil Service  
**Position Reports to:** Designated Supervisor  
**Department:** Various

**Class Code:** 2148  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is skilled, professional administrative work involving management analysis. An employee in this classification is responsible for implementing and maintaining computerized records, analysis of operations and management policy, specifications and procurement of goods and services, monitoring inventories, assisting in the development and monitoring of budgets and rates, coordinating and conducting computer training activities, and implementation of assigned administrative projects. Duties involve extensive use of computer applications for analysis of operations, including the evaluation of detailed cost records on equipment to determine cost effectiveness of maintenance programs and appropriate life cycles of vehicles.

**ESSENTIAL FUNCTIONS:**

1. Sets up required recording procedures for repairs, designs necessary forms to implement effective maintenance and preventative maintenance programs as directed by the designated manager.
2. Performs analysis of costs associated with the acquisition and maintenance of various classes of equipment in order to prepare life cycle costing studies and replacement analysis.
3. Assists with billing procedures, reconciliation of inventories, tracking fixed assets and reporting division revenue/expenses as directed. Work with auditors as assigned, including periodic cycle counts and annual inventory as needed.
4. Assists in the preparation and administration of the budget and related rates /charges.
5. Establishes specifications and assists in the procurement of vehicles, equipment and services for operations, as directed by the designated manager.
6. Train employees in the use of computer software used for maintenance, oversees the safety-training program.
7. Assists in logistical planning for parts, fuels, lubricants, tools, supplies, chemicals, vehicles and equipment.
8. Monitors all warranties on equipment and components and follows through with manufacturers as needed.
9. Maintains emergency operations/action plan for operations.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Considerable knowledge of operations, facilities and policies of a large-scale management operation.
2. Considerable knowledge of the use of computer equipment, which is applied to, automated record keeping and analysis.
3. Knowledge of research techniques to establish specifications for vehicles.
4. Knowledge of accounting practices relative to inventory control and budgetary accounting.
5. Ability to plan, organize, conceptualize and coordinate business processes, work procedures, presentations and reports.
6. Ability to communicate effectively both orally and in writing.
7. Ability to analyze data to postulate cost saving methods, quality improvements, advanced work techniques, etc.
8. Ability to establish and maintain effective working relationships with other City employees, vendors, contractors and the public.

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**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time. Requires the ability to perform routine keyboard operations.

The job risks slight exposure to diesel and gas fumes and garbage odors.

Requires normal visual acuity, field of vision, hearing, and speaking color perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited college or University with an Associates Degree and preferably a Bachelors Degree in Business/Public Administration or Computer Science.
2. Training in common office and basic computer software, tools, and disciplines is preferred.
3. Three (3) years work experience in Management Analysis performing the following functions is highly desirable: a) preparing and maintaining data using electronic systems, b) developing data collection and reporting programs, c) analyzing and auditing automated data reports.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.