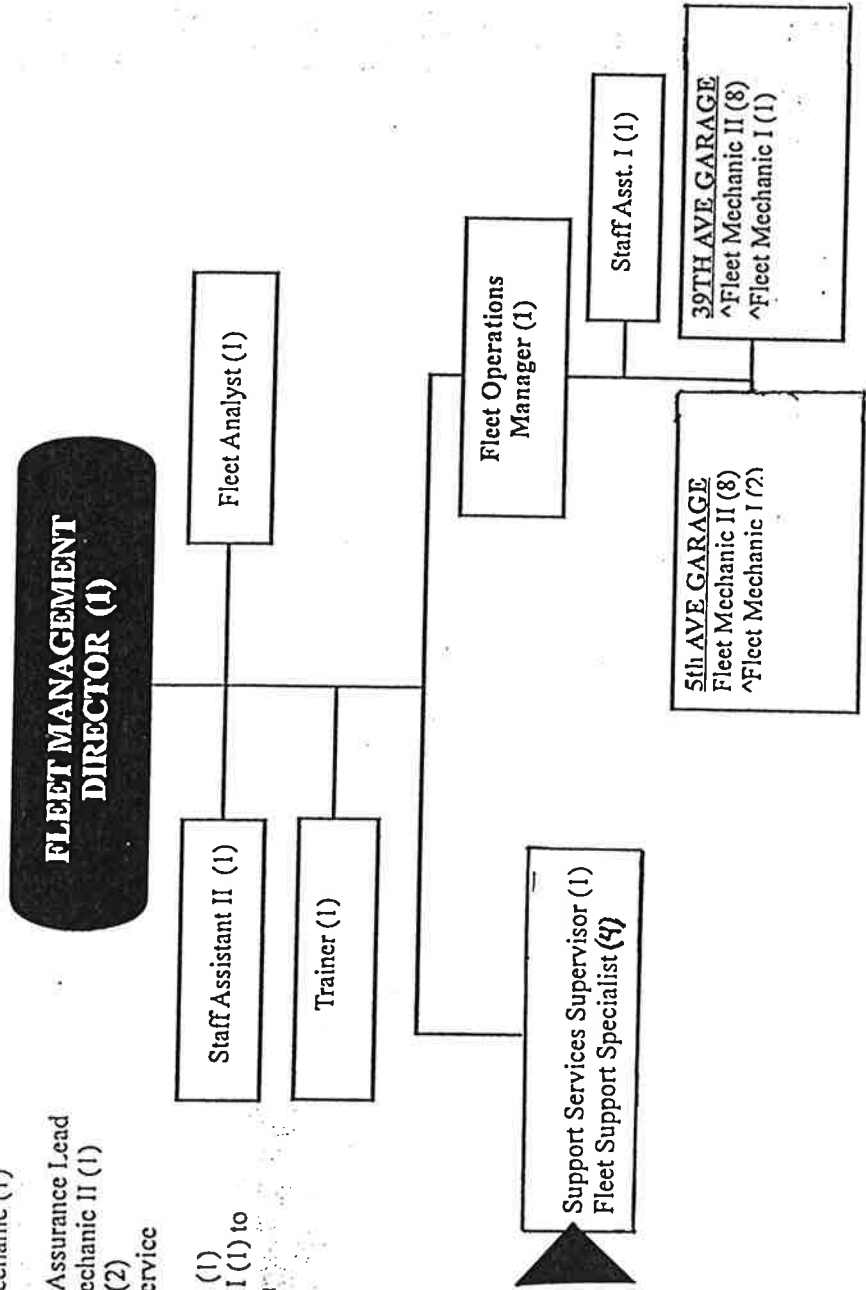


# FLEET MANAGEMENT FY 01-02 ADOPTED ORGANIZATION CHART

Proposed

- Personnel Changes**
- ^Delete Fleet Support Services Manager (1)
  - ^Reclassify Fleet Lead Mechanic (1) to Fleet Mechanic II (1)
  - ^Reclassify Fleet Quality Assurance Lead Mechanic (1) to Fleet Mechanic II (1)
  - ^Delete Fleet Mechanic I (2)
  - ^Delete Fleet Customer Service Writer (1)
  - ^Delete Fleet Mechanic II (1)
  - ^Transfer Fleet Mechanic I (1) to 5th Avenue Garage from 39th Avenue Garage

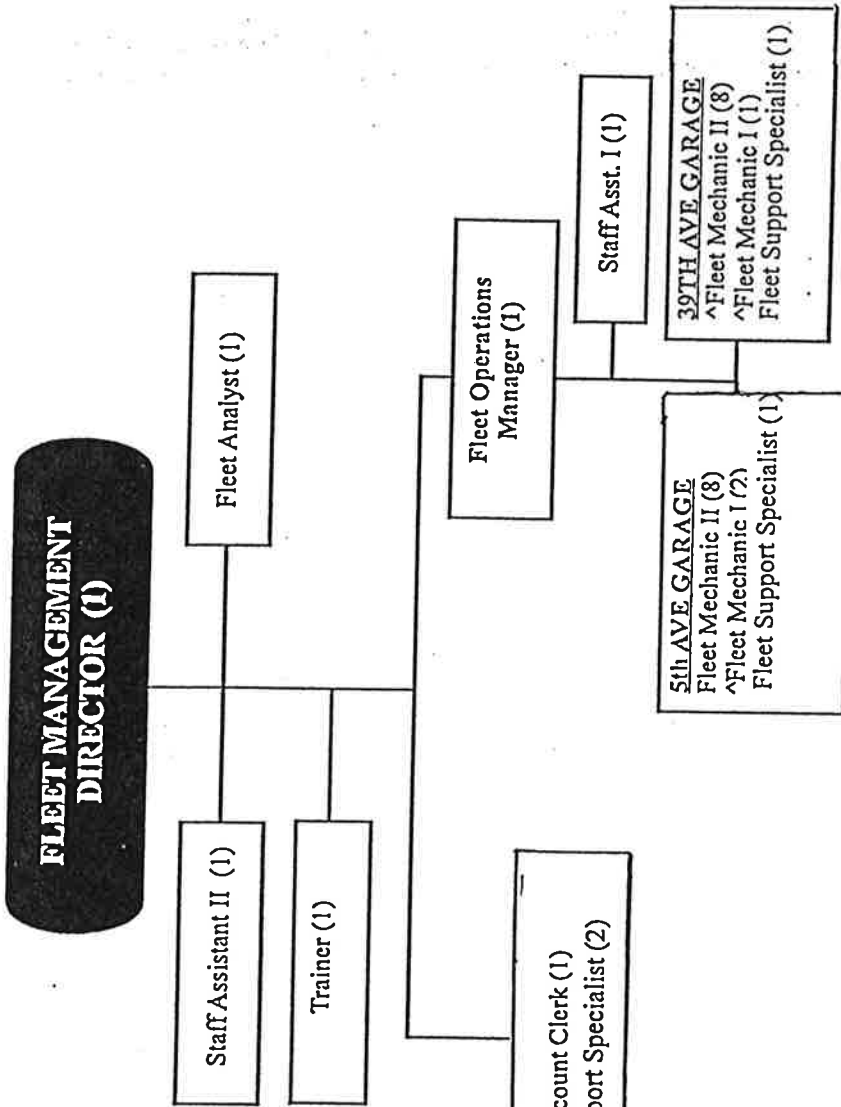


Total Employees - 30

^Change made during FY 1999 and FY 2000

# FLEET MANAGEMENT FY 01-02 ADOPTED ORGANIZATION CHART

Current



- Personnel Changes**
- ^Delete Fleet Support Services Manager (1)
  - ^Reclassify Fleet Lead Mechanic (1) to Fleet Mechanic II (1)
  - ^Reclassify Fleet Quality Assurance Lead Mechanic (1) to Fleet Mechanic II (1)
  - ^Delete Fleet Mechanic I (2)
  - ^Delete Fleet Customer Service Writer (1)
  - ^Delete Fleet Mechanic II (1)
  - ^Transfer Fleet Mechanic I (1) to 5th Avenue Garage from 39th Avenue Garage

Total Employees - 30

^Change made during FY 1999 and FY 2000

## SUPPORT SERVICES SUPERVISOR

### NATURE OF WORK

Responsible supervisory and technical directing employees engaged in warehousing, part inventory, customer service, and departmental accounting functions.

### CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of overall department management responsibility and from lower classes by its supervision of warehousing, inventory customer service, and accounting duties and technical skills.

### EXAMPLES OF WORK\*\*

#### ESSENTIAL JOB FUNCTIONS

Plans, organizes, and supervises activities, personnel, and operations of warehouse, customer service delivery, and inventory control.

Prepare bid specifications for the procurement of goods and outside services. Tabulates bids received and recommends award. Oversees contracted services.

Plans and implements inventory control procedure changes.

Trains personnel.

Supervise inventory counts and prepares related accounting reports.

Coordinates development and implementation of computerized reports for monitoring inventory control.

Periodically reviews inventory for obsolescence and updates based on current needs.

Contacts vendors, obtains information on new products and services, and analyzes cost factors.

Review purchasing and payment documents and assigns appropriate budget accounts. Approve staff input of documents into Finance system.

Monitor departmental budget. Assists in annual budget process.

Recommend selection, promotion, discharge, and other appropriate personnel actions.

Acts in the absence of supervisor.

Attends work on a continual and regular basis.

**NON-ESSENTIAL JOB FUNCTIONS**

Will be required to respond under emergency situations.

May be responsible for enforcing the drug policy, based on physical location and organizational structure.

Compile data and prepares feasibility analysis on warehouse and other department considerations.

Serves as department purchasing liaison for the Small Business Development Department. Prepare required reports.

Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

Graduation from high school or possession of an acceptable equivalency diploma, supplemented by appropriate technical courses, and five years responsible experience in warehouse operations or customer services, including two years supervisory experience, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

**LICENSES/CERTIFICATES**

Valid Florida Driver License required.

**NOTES**

None.

**SELECTION FACTORS**

Thorough knowledge of inventory control methods and procedures used in the receipt, storage, and issuance of merchandise.

Thorough knowledge of computerized database structure and the cause and effect of editing inventory data.

Thorough knowledge of accounting and budgeting principles and procedures, and application to related functions.

Knowledge of purchasing procedures, contract management, and related documents.

Knowledge of computers and relevant software.

Knowledge of automotive parts, services and related industry standards.

Ability to train employees and instill awareness of need for security and correct transactions

Ability to work effectively with co-workers and the general public.

Human Resources Department: \_\_\_\_\_ / \_\_\_\_\_  
Date

\*\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/1/94; [DRAFT 4/15/2002]

## ACCOUNT CLERK SR.

### NATURE OF WORK

Responsible sub-professional accounting work involving lead worker functions maintaining complex computerized financial records and reports.

### CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of management responsibility and from lower classes by its supervisory duties and technical skills.

### EXAMPLES OF WORK\*\*

#### ESSENTIAL JOB FUNCTIONS

Inputs financial data transactions for Utilities System on computer.

Binds, distributes, and maintains accounting computer print outs.

Acts in the absence of supervisor. Assists in training new employees.

Compiles and prepares varied complex financial reports for local and state agencies.

Coordinates manual check writing process on weekly basis.

Attends work on a continual and regular basis.

#### NON-ESSENTIAL JOB FUNCTIONS

Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma, and five years experience in bookkeeping or accounting, including two years in municipal finance performing difficult clerical and sub-professional accounting duties, or any equivalent combination of education and experience.

### LICENSES/CERTIFICATES

None.

### NOTES

None.

**SELECTION FACTORS**

Thorough knowledge of financial operations and bookkeeping principles and office procedures and equipment.

Thorough knowledge of the City's ordinances, policies, systems and procedures governing its financial administration.

Thorough knowledge of accounting principles and procedures, and application to accounting functions.

Thorough knowledge of accounts payable and receivable, banking practices, and general accounting procedures.

Thorough knowledge of data processing.

Knowledge of computers and relevant software.

Ability to apply accounting principles to computerized maintenance of financial and accounting transactions.

Ability to work effectively with co-workers and the general public.

Ability to analyze, evaluate, and correct complex accounting problems.

Ability to perform front-end editing of financial data.

Ability to supervise the work of others.

Ability to work effectively with co-workers and the general public.

Ability to communicate effectively, both orally and in writing.

Human Resources Department:  1 12-16-94  
Date

\*\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/1/94