

*Code: 1216*

*Title: FLEET AND MATERIAL MANAGER*

**SUMMARY:** Manages and coordinates the procurement, inspection, maintenance, storage, issue and disposition of Sheriff's Department vehicle fleet, general and specialized equipment and supplies, through management and supervision of the Material Management Section and support staff. This classification also manages and coordinates the maintenance, repair, improvements and new construction of Sheriff's Department facilities.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Manages, coordinates and conducts the procurement, inventory, inspection, maintenance, repair and disposition of the department's vehicle fleet, specialized and general supplies, equipment and fixed assets; Coordinates fleet support activities with other County agencies, vendors, contractors and service providers; Conducts inspections of Sheriff's Department facilities and surrounding properties for compliance with appropriate departmental, local, County, State and Federal codes, standards and contracts; Coordinates maintenance, repairs, improvements and new construction of Sheriff's Department facilities and surrounding properties with other County departments, vendors, contractors and service providers; Manages, supervises, trains and evaluates Material Management Section and related support staff performing administrative, clerical and operational duties in the tracking, procurement, receipt, storage, issue, maintenance and disposal of the vehicle fleet and generalized/specialized equipment and supplies; Develops and administers the Material Management Section and related program/project budgets and provides recurring reports to command/management staff on inventory and budget status; Directs, facilitates and enforces departmental vehicular accident policy, to include facilitating accident reconstruction, review and application of departmental and Risk Management policies and procedures; Facilitates and participates in the development of Requests for Proposals (RFP), Inter Governmental Agreements (IGAs), contracting and bid processes for the purchase and lease of vehicles, fixed assets, supplies and services, monitors contractor/agreement compliance and takes/directs remedial actions as needed; Maintains security and confidentiality of all sensitive information and controlled material encountered during performance of duties, and assures that assigned staff maintains required levels of security and confidentiality of same; Conducts or directs the conduct of organizational and management studies to develop and implement cost-effective solutions to problems encountered or to provide more effective support to departmental goals; Assures all activities of the Material Management unit are properly documented, reported and audited; Prepares and submits, routine, recurring and special technical, budget and statistical reports to command/management staff.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of managing a vehicle fleet, to include acquisition, maintenance and disposal;
- principles and practices of managing the procurement, storage, inventory, issue, tracking and disposal of generalized and specialized supplies, equipment and services;
- County contracting and procurement processes, Inter Governmental Agreement (IGA) policies and procedures, Risk Management policies and procedures and grant application preparation, negotiation and administration;
- principles and practices of public sector budget development and administration, management and program/project planning, development and evaluation;
- applicable departmental, local, County, State and Federal codes, rules, regulations and standards applicable to duties;
- principles and practices of effective employee supervision, evaluation and training;
- applications of automated information systems.

Skill in:

- planning, managing and directing the procurement, maintenance and disposal of a vehicle fleet;
- managing the procurement, storage, inventory, issue, tracking and disposal of generalized and specialized supplies, equipment and services;
- interpreting and applying applicable departmental, local, County, State and Federal regulations and standards appropriate to assigned duties;
- researching, analyzing and reporting goals, objectives, policies and procedures to command/management staff;
- establishing, reviewing and modifying procedural and technical guidelines, policies and procedures of the Material Management Section to enhance service delivery;
- supervising, training and evaluating assigned staff in clerical, administrative and operational activities;
- use of automated/computer-based systems to document, analyze, report and track activities, inventories and related information;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in public or business administration, business, management or related field and two years of supervisory/management experience in either supply/materials management, procurement, vehicle fleet management/maintenance, facilities management or contracting.

OR

(2) Six years of experience in either materials management, procurement, vehicle fleet management/maintenance, facilities management, or contracting and two years of supervisory or managerial experience in the same area. [Supervisory/management experience may be concurrent with the general experience required.]

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Special Notice Items: All positions require satisfactory completion of a background investigation due to need for access to law enforcement and corrections facilities, property, communications systems and associated confidential and sensitive information. Pre-/post-appointment drug screening and polygraph examinations are required of all positions in this classification due to need for access as described above.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.