



An invitation to apply for the position of
Fleet Services Director
\$84,376.08 to \$108,179.28 annually
Open until filled.

Spokane, Washington
The City of Choice

Nestled in the Inland Northwest at the foothills of the Rocky Mountains, Spokane, Washington, is a vibrant growing community that still has a small-town feel. Spokane's affordable housing, growing arts and theater community, and fine colleges and universities make it a choice destination for families and working professionals alike, and outdoors enthusiasts will relish Spokane's prime location close to skiing, hiking, camping, lakes and beaches, and other recreational pursuits. Spokane is the business hub of the Inland Northwest, with an international airport, multiple business and industrial parks, and high-tech infrastructure. With seventeen local golf courses, award-winning local wineries, and Broadway plays at the Opera House, Spokane is a fantastic place to put down roots. There's something here for everyone.

Nature of Work:

Manages and directs the Fleet Services Department. Assignments are broad in scope and require the use of independent judgment, innovation and initiative in making technical decisions, and policy recommendations of considerable difficulty. Supervises professional, supervisory and technical staff and consults and coordinates with other city officials or those from other jurisdictions. Involved in strategic planning for the future needs of the department and for those needs of Fleet Services Department's customer departments.

Supervision:

Work is performed under the general direction of the Public Works Director and performance is evaluated on the basis of results achieved.

Examples of Work:

- Develops and implements programs, policies and procedures for assigned department and as a team member in broad program areas.
- Plans, Organizes and directs the activities of staff involve in equipment management, communication management and facilities management.
- Analyzes departmental equipment and communication needs and advises operating departments on equipment suitability and possible alternative types of equipment considering cost and use factors and other available information.
- Prepares or directs the preparation of detailed bidding specification in cooperation with the using department for procurement of new and replacement vehicles, construction and communications equipment.
- Project future replacement requirements. Procures, administers, and manages the Fleet Information Management system (FIMS).
- Reviews output reports form the Management Information System, Analyzes for patterns and trends, prepares reports and graphs depicting results of these analyses, and recommends appropriate follow-up actions.
- Exercises general supervision over professional,

supervisory and technical staff.

- Plans for existing and future equipment and facility needs.
- Establishes, manages and monitors fiscal management controls.
- Analyzes costs and production data to increase the cost effectiveness of operation.
- Directs the preparation of operating and capital budget estimates and prepares costs estimates on a variety of projects.
- Reviews various operation and formulates proposals for contract services.
- Performs contract administration duties including negotiation and recommending contract terms, evaluating performance and ensuring compliance to warranty and contract agreements.
- Writes or directs the preparation of comprehensive management reports.
- Monitors legislation and develops policies and programs.
- Participates and/or leads various interdepartmental project groups, special projects, and task forces.
- Researches and responds to inquiries and/or issues raised by City Council and other city departments, outside agencies and the public.

Requirements of Work:

Knowledge of:

- Principles, practices and problems of public administration, Municipal finance, budgeting and contract administration.
- Principles and practices of supervision, personnel administration and leadership skills.
- Federal, state and local laws and regulations pertaining to city and fleet services operations.

Ability to:

- Perform a broad range of supervisory responsibility over others.
- Evaluate Technical information and statues and arrive at valid recommendations based on the date.
- Communicate orally in the English language with customers, clients and the public using telephone, email or in a one-to-one group setting.
- Work cooperatively with others.
- Produce technical and non-technical written documents in the English language with clearly organized thought with proper sentence construction, punctuation and grammar.
- Comprehend and make inferences from materials written in the English language.
- Provide leadership implementing city and departmental policies and programs
- Work safely without presenting a direct threat to

self or others.

Additional Requirements:

- May require the performance of other essential or marginal functions;
- May require the use of personal or city vehicles on city business.
- Individual must be physically capable of operating the vehicle safely, possess a valid driver's license and have an acceptable driving record.
- Use of a personal vehicle for city business will be prohibited if the employee is not authorized by the city designated physician to drive a city vehicle, or if the employee does not have personal insurance coverage.

Minimum Education and Experience:

Any combination of education and experience which would provide the required knowledge, skills and abilities, is qualifying. Generally this would include:

Five (5) years of responsible experience in fleet operations, including three (3) years of strong proven leadership skills in a supervisory and administrative capacity, AND, a Bachelor's Degree in Business or Public Administration or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.

Behavioral Standards:

As an exempt employee of the City of Spokane, the Fleet Services Director is subject to the City's code of Ethics set forth in Chapter 1.04A of the Spokane municipal Code. As such, "It is the policy of the City of Spokane to uphold, promote and demand the highest standards of ethics from all of its employees shall maintain the utmost standards of responsibility, trustworthiness, integrity, truthfulness, honesty and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants including the appearance of impropriety, and never use their City position, authority or resources for personal gain."

To apply, please send a cover letter, resume, and exempt application, to Greg Kinyon, 808 W. Spokane Falls Blvd, 4th Floor City Hall, Spokane, WA 99201 or gkinyon@spokanecity.org. Fax: (509) 625-6379.

**The City of Spokane is proud to be an
Equal Opportunity / Veteran's Preference Employer**