

# **LINN COUNTY CLASSIFICATION**

**TITLE: PURCHASING/FLEET MANAGER**

**NUMBER: 685**

**APPROVAL ORDER NUMBER: 2020-145**

**PAY RANGE: 17**

**DATE: MAY 12, 2020**

**CATEGORY: DSA**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform administrative and management duties in the planning, organizing, directing and evaluating programs involving acquisition, repair and replacement of the Sheriff's Office automotive and equipment fleet; includes support areas of automated recordkeeping systems, procurement, inventory, preventative maintenance and equipment purchases.

SUPERVISION RECEIVED: Works under the supervision of the Support Services Lieutenant who regularly reviews work performance.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification but may serve as a lead worker and assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform the duties of a Deputy Sheriff.
2. Develop, implement and evaluate programs and services for office operations involving effective acquisition, timely repair and replacement of all Sheriff's Office vehicles and equipment including areas of procurement, inventory, preventative maintenance vehicle up fitting, equipment purchases and installation.
3. Establish procedures, schedules and methods for efficient preventative maintenance, repair and disposition of equipment and vehicles. Assess equipment condition and determine replacement or repair.
4. Receive input from other Divisions to prepare specifications and make recommendations on the acquisition of new equipment and vehicles; coordinate the disposal of used equipment and vehicles.
5. Manage programs relating to the receipt, purchasing, distribution and inspection of vehicles to ensure they are properly equipped. Schedule installation of vehicle equipment and related accessories. Coordinate vehicle deliveries and resolve discrepancies with supplying vendors and manufacturers. Confer with vehicle manufacturer engineers and representatives on common symptoms or problems with a particular vehicle model; coordinate all manufacturer recall notices for Sheriff's Office vehicles.
6. Conduct research as to new materials and products appropriate to Sheriff's Office fleet operations. Coordinate purchasing of parts, materials and supplies; comply with State

and County purchasing regulations, policy and procedures and perform market price checks to ensure most cost effective purchases.

7. Serve as a contact for vehicle, uniform and equipment vendors; contact vendors regarding changes on orders in progress; investigate and resolve discrepancies between purchase orders and invoices. Develop and maintain relationships with vendors.
8. Maintain automated information systems in order to prepare a variety of utilization records, statistical and costing reports in program areas of procurement, inventory, and preventative maintenance and equipment purchases. Assist Support Services Division Captain in Division budget preparation with regard to fleet and purchasing forecasts; monitor fiscal expenditures.
9. Manage programs relating to the receipt, purchasing, inventory, distribution of uniforms, equipment, firearms, office supplies and other items purchased for Sheriff's Office operations. Assess uniform, vehicle and equipment condition and recommend replacement or repair.
10. Serves on the team of Property and Evidence staff, assisting the Property Clerk in evidence intake, management and organization duties to include coverage during vacations and after-hours call-outs, as well as, proper disposal of eligible property and evidence items.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of vehicle mechanical operation, preventative maintenance and repair. Considerable knowledge of inventory management and control. Considerable knowledge of automated parts and supply management systems for inventory and control. Considerable knowledge of automotive and equipment parts, sources of supply and how it relates to full range of motorized equipment. Considerable knowledge of procurement procedures and regulatory controls on public contracting and procurement. Considerable knowledge of uniforms, firearms and equipment, sources of supply and how it relates to the various operations within the

Sheriff's Office. Considerable knowledge of Microsoft Office products. Considerable knowledge of State and Federal evidence and property laws and evidence handling and storage procedures.

Ability to establish and maintain records, reports and statistical data; analyze financial and operating records for planning and program management purposes. Establish and maintain maintenance and work standards for equipment and vehicle repair program. Establish and maintain inventory records for uniforms, equipment, firearms and other serialized issued items. Make decisions independently in accordance with established policies and procedures; recommend new policy and procedures when applicable and use initiative and judgement in completing tasks and responsibilities. Communicate effectively in both oral and written forms; meet and deal effectively with Sheriff's Office personnel, State and other agencies, vendors, contractors, manufacturers and the public.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from a senior high school or possession of a GED Certificate. Four years' experience in a certified police or corrections role, including at least one year experience in a County Sheriff's Office. It is preferred the employee have two years fleet management experience which includes budget preparation and inventory control or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

**NECESSARY SPECIAL QUALIFICATIONS:** Be a citizen of the United States and be 21 years of age or older. Be of good moral fitness as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery or manufacture of a controlled substance, narcotic or dangerous drug. Must pass a general physical examination and a comprehensive psychological examination. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must be able to operate a variety of motor vehicles. Possession of an Intermediate Police or Corrections Certification from the Department of Public Safety Standards and Training at time of appointment. Must possess and maintain a First Aid and CPR card. Must pass a written test and oral interview as prescribed by the Sheriff's Office.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is performed both indoors and outdoors in various settings and all weather conditions. Work requirements include the ability to see, talk and hear; read and write; sit, walk, run, bend, stoop; drive a motor vehicle; operate heavy machinery (forklift); go up and down ladders; go up and down stairs; use hands to finger, handle or operate objects or controls and reach with hands and arms. The work requires the ability to lift or move fifty (50) pounds including up and down stairs/ladders.