

**CLASS SPECIFICATION**  
**Vehicle Program Specialist**

FLSA Status: Non-exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, performs a variety of specialized administrative duties in support of the City's fleet management program; provides technical support functions involved with vehicle and equipment acquisition including specification development, purchasing, and equipment build and delivery time; helps coordinate vehicle and equipment disposition, the rental and lease program, and the vehicle pool; prepares analytical reports; coordinates grant applications, their progress and reporting; researches fleet technologies and alternative energy; ensures regulatory compliance; performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Under administrative direction from the Vehicle Services Administration Supervisor, the incumbent participates in planning, evaluating, and implementing the replacement of City vehicles except fire-fighting apparatus. Incumbents verify adequate replacement funds, provide support for specification development and develop purchasing requisitions for approval. Incumbents also monitor the purchasing process, equipment build, and delivery process.

Incumbents monitor vehicle and equipment disposition; rental and lease program; vehicle pool; prepares analytical reports; coordinates grant applications, progress, and reporting; research fleet technologies and alternative energy; ensures regulatory compliance; interacts with internal customers, external vendors, and other individuals. Incumbents may provide lead work direction of other program support staff. Vehicle Program Specialist is distinguished from Vehicle Acquisition Analyst in that an incumbent in the latter class is expected to perform a wide variety of difficult and complex technical duties in the research and development of specifications and perform professional-level duties in support of the City's vehicle acquisition and fleet management program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Discuss with bureau representatives to determine general vehicle needs, including automobiles, motorcycles, and light-, medium-, and heavy-duty trucks, police and emergency vehicles and construction equipment.
2. Sets priorities, develops task lists and time estimates, coordinates completion of project tasks to meet time, quality and cost expectations; meets with customers to review project status and resolve acquisition issues.

3. Shepherds requests through the acquisition process, determining adequate funding, assigning the appropriate replacement class, gathers data required for ordinances for Council approval and monitoring movement through the ordinance process.
4. Determines appropriate acquisition method, including lease, rental, donation or purchase through state or annual contract, formal or informal bid, cooperative purchasing on other bids or other means of acquisition.
5. Coordinates with Vehicle Services Administration Supervisor for the preparation of technical specifications.
6. Prepare surveys to address vehicle application needs and outfitting requirements for new vehicle purchases.
7. Prepares and maintains a variety of written materials, including records, correspondence, memoranda and reports.
8. Reports to bureau representatives the status of acquisitions in progress.
9. Coordinates the outfitting of vehicles/equipment for placement into City service with bureau representatives and Vehicle Services Supervisors; issues applicable work orders.
10. Monitors inventory of excess vehicles for use by other bureaus for temporary use; coordinates issuing vehicles/equipment with other bureau representatives and bureau supervisors.
11. Maintains program data; gathers and tracks data on associated City costs for vehicle/equipment acquisitions; authorizes payments; develops narrative and statistical program performance reports and recommendations.
12. Coordinates program services and activities with other bureaus and City offices; facilitates program partnerships, where applicable, with external agencies and organizations.
13. Serves as a technical resource for vehicle information; provides technical assistance to City and other agency staff; provides interpretation of program policies and associated regulations.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Principles, practices, methods and techniques of public agency purchasing, including competitive bidding procedures, applicable to vehicle acquisition and replacement.
2. Applicable City policies, regulations, procedures and state laws governing vehicle/equipment purchasing activities, including City Vehicle Procurement Policies and Procedures, State Purchase Code, Oregon Motor Vehicle Code, Vehicle Classification System, Vehicle Services Rate and Billing System, and City Enterprise Resource Planning (ERP) System.
3. Sources and types of products, commodities and services used in the acquisition of a diverse vehicle fleet.
4. Record-keeping practices and procedures related to the acquisition process.

5. Computer applications related to the work.
6. Principles and practices of effective business communications.
7. Laws, codes and regulations related to the acquisition, licensing, registration and disposition of vehicles.
8. Methods and practices of program administration and procedural analysis.
9. City budget development and administration practices and procedures.

**Ability to:**

1. Operate a computer using word processing, spreadsheet and database software, as well as program-specific software.
2. Define issues, analyze information and problems, evaluate alternatives and develop sound conclusions and recommendations.
3. Present proposals and recommended courses of action clearly and logically.
4. Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
5. Understand, interpret and explain and apply city and state law and regulations governing purchasing procedures.
6. Communicate clearly and effectively orally and in writing.
7. Prepare clear, accurate and concise records and reports.
8. Use tact, discretion and diplomacy in dealing with concerned customers and vendors.
9. Establish and maintain effective working relationships with bureau managers, vendors and contractors, employees and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major course work in business administration, public administration or a related field; and two years of progressively responsible experience in the analysis, planning, development and/or implementation of program activities, at least some of which involved the use and application of purchasing policies and procedures; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in

part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 07-01-02

Revised: 01-18-13

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0962 ASSISTANT PROGRAM SPECIALIST 07-01-92

June 2009 - Change Job Class number from 7702 to 30000705, due to system change.