

**CLASS SPECIFICATION**  
**Vehicle Acquisition Analyst**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under direction, performs a wide range of difficult and complex technical duties in the research and development of specifications and standards for the acquisition of a diverse fleet of vehicles and motorized equipment; performs a variety of administrative tasks involved in the City's vehicle management program; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Incumbents of this class perform a wide variety of technical and professional-level duties in support of the City's vehicle acquisition and fleet management program. Incumbents are assigned to the Vehicle Services Division of the General Services Bureau or to a bureau with a large, diverse field construction and maintenance fleet.

**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. Receives and analyzes requisitions for the acquisition of additions and replacements to the City's fleet of vehicles, including automobiles, motorcycles and light-, medium- and heavy-duty trucks and construction equipment; researches and prepares specifications for the purchase, lease or rental of vehicles; prepares formal and informal bid specifications and requests for the acquisition of vehicles; ensures compliance with legal requirements and City purchasing and contracting procedures.
2. Meets and confers with City staff to determine their vehicle needs and requirements.
3. Researches product specifications and manufacturer information in the development of vehicle bid specifications; consults with and advises user staff regarding the selection of additions and replacements to the City's vehicle fleet.
4. Creates and maintains vehicle vendor lists; solicits bids from vendors; evaluates bids, performing price/cost analyses and addressing the quality and suitability of bids; advises users and management regarding the relative merits of bids for the purchase, lease or rental of vehicles.
5. Plans, supervises and coordinates the preparation and outfitting of vehicles for placement into the City's fleet.
6. Coordinates the liquidation of the City's excess vehicle fleet by public auction or other means; maintains an inventory of vehicles scheduled for liquidation/disposal; assigns excess vehicles to bureaus for temporary use pending liquidation; develops and maintains records and systems for

tracking the status of vehicles scheduled for liquidation; coordinates and supervises personnel engaged in the detailing and preparation of vehicles for sale or public auction.

7. May supervise a small number of regular vehicle repair and maintenance employees and seasonal laborers as needed, to include: plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.
8. Coordinates and maintains records and reports for the underground storage of fuel at various sites.
9. Participates in the City's vehicle fleet safety program; investigates and researches vehicle-related accidents to identify changes to vehicle safety-related specifications and standards.
10. Works directly with Risk Management and insurance providers to determine the value of any vehicle losses incurred by the City and to obtain appropriate reimbursement; disposes of damaged vehicles in a cost effective manner as appropriate under applicable law and policy.
11. Serves on vehicle/fleet-related committees and task forces.
12. Prepares and maintains a variety of written materials, including logs, records, correspondence, memoranda and reports.
13. Develops and recommends policies, procedures and processes regarding the acquisition and management of the City's vehicle fleet.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Methods, techniques, practices, sources and terminology associated with the development of comprehensive specifications and standards for a variety of vehicles, including automobiles, motorcycles, and light-, medium- and heavy-duty motorized equipment.
2. Methods, practices, tools, equipment and parts used in the maintenance and repair of automobiles, motorcycles and light-, medium- and heavy-duty motorized equipment.
3. Current trends and developments in the area of vehicle systems and the development of specifications for the acquisition of vehicles.
4. Principles, practices, methods and techniques of public agency purchasing, including competitive bidding procedures.
5. Applicable City policies, regulations, procedures and state laws governing purchasing activities.
6. Sources and types of products, commodities and services used in the acquisition of a diverse vehicle fleet.
7. Recordkeeping practices and procedures related to a purchasing function.

8. Computer applications related to the work.
9. Effective business communications.
10. Laws, codes and regulations related to the work.
11. Research methods and techniques.

**Ability to:**

1. Operate a computer and word processing, spreadsheet and other standard 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, 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 city managers, staff, suppliers, vendors 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 three years of progressively responsible experience in purchasing a variety of vehicles and motorized equipment; or an equivalent combination of training and experience.

**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.

**Class History:**

Adopted: 07-01-02 Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.

Clarifying revisions 03-11-03

June 2009 - Change Job Class number from 7703 to 30000706, due to system change.