

**Brian Sandoval**  
*Governor*



**Patrick Cates**  
*Director*

**Keith Wells**  
*Administrator*

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Fleet Services Division*

750 East King Street | Carson City, Nevada 89701  
Phone: (775) 684-1880 | Fax: (775) 684-1888

**Unclassified Job Announcement**  
**Administrator, Fleet Services Division**  
**POSTED: June 9, 2017**

**Recruitment:**

This is an open competitive recruitment, open to all qualified applicants and will run until recruitment needs are satisfied.

**Agency Responsibilities:**

The Fleet Services Division, an agency within the Department of Administration, is charged with providing safe, efficient, environmentally friendly, and cost-effective transportation solutions to state employees. Additional responsibilities of this agency include promptly responding to the needs of customers, creating solutions not barriers, taking initiative, working well as a team, and using the public's money wisely. The Department of Administration is seeking an innovative leader who can boost the Fleet Services Division forward with great focus and strategic insight.

This position will be located in Carson City, NV.

**Annual Salary:**

Up to \$84,048 maximum annual salary plus benefits \* (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

**Benefits:**

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

**The Position Responsibilities:**

- The Administrator's primary objective is to create solutions to solve state agencies' transportation needs and ensure the division provides exceptional customer service.
- Manages a diverse and large-scale fleet of vehicles dispersed throughout the state. Plans, leads, directs, and organizes the activities of the Fleet Services Division.
- Provides fleet management, fiscal management, and facility management for a fleet of 1100 vehicles and three (3) fleet services facilities.

- Budget – establish, monitor, and control the operating budget and financial goals for the division; oversee the acquisition and disposal of vehicles; review staff recommendations, past expenditures, workload indicators, performance measures, proposed project and equipment needs; determine budget priorities, perform strategic planning and budgeting to maintain cost efficient practices and to ensure cost effective operations.
- Management – develop and implement strategies and tactics to provide safe and efficient transportation activities, and to achieve maximum operational goals.
- Establish and maintain a comprehensive vehicle maintenance program and efficient shop operations.
- Provide staff with continuous, positive, open communication regarding the department's strategic plan, direction, objectives, and performance measures. Mentor, motivate, coach, and develop staffs expertise and capabilities.

### **Qualifications**

This position requires a Bachelor's Degree in Business Administration, Public Administration, Transportation **or** five years of increasingly responsible professional level experience in fleet management, including three years of supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **RESUMES WILL BE ACCEPTED UNTIL RECRUITMENT NEEDS ARE SATISFIED**

(All resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

### **SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:**

Email: [kkirkland@admin.nv.gov](mailto:kkirkland@admin.nv.gov)

or hardcopies can be mailed to:

Dept. of Administration, Agency HR Services

Attn: Kathleen Kirkland

400 W. King Street, Ste. 406

Carson City, NV 89703

### **PLEASE REFERENCE THE FOLLOWING IN THE SUBJECT LINE:**

Last Name/Fleet Services Administrator/How you heard about this position

***The State of Nevada is an Equal Opportunity Employer***