**Workforce Role Description**

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Job code</th>
<th>Grade level</th>
<th>Approval date</th>
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</thead>
<tbody>
<tr>
<td>Asst,Fleet Administration 1</td>
<td>5907</td>
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<td>06-06-2011</td>
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**General Workforce Requirements**

General requirements for the Church workforce:

- Temple worthiness
- Regular attendance and timely arrival at the assigned location

*Note:* The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

**Purposes**

Briefly describe why this job exists, who the customers are, and what the customers expect.

To review and authorize maintenance and repairs to the Church vehicle fleet (7,000 plus vehicles) assigned in missions, in area offices, to General Authorities, and to the Church Headquarters Fleet to ensure timely repair and maintenance according to Church Fleet policies. To interface with dealers and repair facilities. (Training/Entry level position.)

**Responsibilities**

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

1. 40% - Authorizes all types of mechanical repairs for the entire Domestic Church fleet (7,000+ vehicles)
2. 20% - Coordinates all accident repairs bringing insurance companies, adjustors, estimators and repair facilities together to minimize the needed repair time and to ensure appropriate guidelines are followed.
3. 10% - Administers the sales process of used Church-owned vehicles, approx. 1,500 per year. Advises sellers of prices, buyers of the process and controls all required documentation in accordance with individual state and federal law. Is responsible to ensure that all purchase procedures have been followed prior to authorizing the release of the vehicle title.
4. 10% - Provides training to mission vehicle coordinators and other vehicle drivers, via telephone, on correct Church Vehicle Policies and Procedures. Instructs vehicle coordinators on all areas of their responsibilities and ensures compliance.
5. 10% - Analyzes and investigates billings from several different sources for accuracy and correctness to ensure proper accounting procedures are followed. Analyzes, prepares and submits claims to manufacturers for warranty "out-of-policy" recovery on vehicle repair costs.
6. 10% Performs administrative and clerical support for management including the production of main frame and PC based reports input and presentations and general clerical support.

**Qualifications**

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

1. Sound Background in general office administration skills normally obtained through at least 4 years of clerical/secretarial work experience training, or equivalent combination.
2. Demonstrated intermediate proficiency in using personal computers and routinely used software such as Word, Excel, and so on.
3. Ability to interact with all levels of management including General Authorities and Mission Presidents.
4. Must have ability to learn and grasp concept and understanding of automobile terminology including mechanical and auto body repairs.