



Position Profile: Director of Fleet and Surplus Services

The Department of Administration's (Admin) Director of Fleet and Surplus Services (FSS) is responsible for the operation of the Combined Agency Fleet and the state's Surplus property operation. This position will oversee the management of a fleet totaling over 1,800 vehicles, including efforts to create and pursue more environmentally friendly options for customers, the roll out and operations of a new business plan, and the implementation of a telematics program. Additionally, the position will work to ensure FSS is well equipped to transition in coming years to adopt emerging technology and best practices to ensure the business runs as effectively, efficiently, and environmentally friendly as possible. The position works closely with the Assistant Commissioner at the Department of Administration, the State Fleet Council, and representatives from the entire state enterprise.

The Team: Fleet and Surplus Services (FSS)

FSS manages a fleet of 1,806 vehicles. 95.7 percent of our vehicles are capable of using alternative fuels and the agency was able to reduce fuel usage by 13.6 percent last year. Efforts to create and maintain the greenest fleet possible are at the forefront for Admin. Work is ongoing with partner agencies to aid with this transition. Surplus Services provides an important function to state and local government with the distribution and disposal of surplus property. Last year FSS repurposed 17,242 items through the Surplus Property Distribution Center, returned \$10.8 million to agencies from surplus property sales and sold 5,049 lots of property through the State Auction Program.

The Work: A Snapshot of Fleet and Surplus Services in Minnesota

Our Fleet Services unit supplies safe, cost effective transportation solutions for official government business. They ensure a cost effective operation by tailoring services to actual agency usage. They monitor key data points such as mileage and fuel consumption in order to advise agencies on the best vehicle for their needs, length of lease, and other transportation options.

Surplus Services provides assistance to state agencies and local governments by distributing surplus property in an environmentally and financially responsible manner. Additionally, they maximize the public investment in equipment through redistribution to other public entities for sale. They return approximately 90 percent of sale proceeds to the agencies that dispose of surplus property.

Primary customers are state agencies, local governments, nonprofit organizations and the public. Fleet Services is organized as an internal service fund and generates its revenue through the leasing program. Surplus Services is an enterprise fund and generates its revenue through the resale of goods.

The FSS Director's Important Leadership Role

Within state government, Admin's FSS customers have the flexibility to choose to purchase through Admin's leasing program or purchase through private sector businesses. As a result, the Director must display creativity and business savvy to ensure a successful fleet and surplus operation that meets customers' expectations for price and quality while also working within the unique constraints of the public sector. Additionally, conversations around increased sustainability and telematics offer a unique



opportunity for the Director to help agencies become more progressive, offering efficiencies, cost savings, and improved environmental outcomes.

What We're Looking For: Qualifications

Qualified candidates will have experience managing a large scale fleet and surplus programs, preferably in the public sector. Experience will include executive leadership which demonstrates the following basic qualifications.

Basic Qualifications

Qualified candidates' resumes will demonstrate all of the following:

- Six years of high level work experience **or** a Bachelor's Degree in related discipline, plus four years high level work experience
- Certification as Certified Automotive Fleet Manager (CAFM), or ability to obtain CAFM certification within two years
- Public sector fleet and/or business management experience that includes policy development, statute interpretation, law change proposals, and legislative involvement
- Knowledge of fuel management including conventional, alternative, and emerging technology
- Experience with fleet information management system
- Professional development experience including organizational management, change management, continuous improvement/lean methodology, etc.
- Knowledge of surplus services including state and federal programs, processes, and policies
- Experience in rate setting

In addition to the above, the ideal candidate's resume will clearly demonstrate:

- Fleet management knowledge (advanced) sufficient to lead and direct enterprise fleet management services in a decentralized, wide-ranging geographic environment
- Problem solving skills sufficient to delegate resolution of day-to-day problems to staff while focusing on long-term strategic implications of business decisions
- Advanced professional communication skills sufficient to build positive working relationships with agency decision-makers at various levels of government
- Ability to communicate and negotiate effectively with people not directly managed
- Demonstrated experience in business management and leadership
- Risk management experience sufficient to the position's role
- Knowledge of financial management principles and practices related to leasing, purchasing and reimbursement, life cycle cost analysis, and budgeting.
- Ability to facilitate buy-in and agreement amongst large groups of stakeholders throughout government
- Forward thinking and innovative ideas on the future of the state fleet and surplus, and a proven ability to adapt over time
- Knowledge of Green Fleet initiatives and a desire to implement more sustainable fleet practices

Duties, Responsibilities, and Expectations

A full list of duties, responsibilities and expectations can be found in the [complete Position Description](#).



Why Admin? About the Minnesota Department of Administration

As the director of Fleet and Surplus Services, this position is a key leader within Admin. In that capacity, they work closely with the Commissioner and other senior leaders to tackle a variety of issues and make strategic decisions that have both agency and statewide impact.

Admin at a Glance: The Best Value in Government Administrative Services

Admin manages numerous core administrative functions of state government. This includes:

- Purchasing of goods and services
- Facilities and grounds management
- Vehicle and property leasing
- Risk management and workers' compensation
- And much more...

Across all of these areas, the agency's mission is to **provide the best value in government administrative services**. This mission is accomplished through commitments to:

- **Customer Satisfaction**, serving our customers in a professional and ethical manner, producing valuable results;
- **Continuous Improvement**, reducing costs and cycle times, optimizing performance and delivering innovative business solutions at every opportunity; and
- **Employee Engagement**, enabling and encouraging all staff to help achieve our mission.

The agency has a \$176.5 million annual operating budget and approximately 460 full-time employees.

Minnesota: A Great Place to Work and Live

Minnesota is home to 5.5 million people, with 3.5 million living in the greater Minneapolis-St. Paul metropolitan area. Admin is located in the Capitol City of St. Paul. Minnesota has one of the nation's most thriving economies.

Minnesota State Government is the largest employer in the state of Minnesota, employing over 50,000 diverse and talented employees in more than 100 state agencies, boards, commissions, colleges, and universities. The state workforce is distributed across the entire state, with employees reporting to workplaces in 86 of Minnesota's 87 counties.

Minnesota is consistently rated as one of the best places to work, live, and raise a family. The state is comprised of many diverse communities that enjoy high quality of life, a superb education system, beautiful natural surroundings, and a rich array of cultural and recreational opportunities.

Rich Culture

Renowned theater, music, and visual arts centers make Minnesota home to one of the most vibrant arts scenes in the country. Notable museums include the Minneapolis Institute of Arts, Walker Art Center, Minnesota Science Museum, Minnesota Children's Museum, and the University of Minnesota's Weisman Art Museum. History buffs will want to visit the Minnesota History Center, Mill City Museum, and many other sites operated by the Minnesota Historical Society.



Those who favor opera, ballet, theater, chamber music, orchestra, jazz, or comedy can enjoy performances by both local and visiting companies year round. The Guthrie Theater, Minnesota Orchestra, and St. Paul Chamber Orchestra have international reputations.

A Wide Range of Recreation Options

Sporting events and recreational activities are plentiful throughout Minnesota. The Twin Cities are home to major-league sports teams including the Twins (baseball), Vikings (football), Timberwolves (men's basketball), Lynx (women's basketball), Wild (hockey), and more.

Minnesota also boasts the title of “land of 10,000 lakes” and is a playground for outdoor enthusiasts. Rivers, lakes, parks, and recreational facilities provide access to a wide selection of activities such as fishing, biking, boating, hiking, skiing, skating, swimming, and much more. Minnesota has 72 state parks and 58 state forests, plus two national forests.

The Minnesota Zoo and the Como Zoo, and the Minnesota Valley National Wildlife Refuge provide excellent opportunities to observe and learn about nature and our environment. Shoppers will find stores and malls galore ranging from quaint antique shops and specialty boutiques to nationally recognized stores and outlet malls – plus the nation’s largest shopping center, the Mall of America, just minutes from the Twin Cities.

Both Minneapolis and St. Paul have vibrant downtowns that are easily accessible by car, bus, and light rail.

A Leader in Education

Minnesota’s schools are consistently ranked top in the nation. From pre-kindergarten to higher education, excellent educational opportunities await in Minnesota.

The Twin Cities area has over 15 colleges and universities, as well as a number of specialty trade programs and vocational institutes. Elementary and secondary education options include public schools with traditional, magnet, or language immersion programs, charter schools, and private schools. Summer programs for children and toddlers through teens are numerous and allow children to explore camping, music, foreign languages, arts, and sports.

Accessible Housing and Transportation

The Twin Cities are easily reached from anywhere in the world. The metropolitan area is served by the Minneapolis/St. Paul International Airport, seven public airports, and the Amtrak passenger railroad. Travel in and around the Twin Cities is facilitated by Metro Transit, an accessible and efficient mass transit system with an extensive bus network and light rail line. Housing options at various price ranges are readily available throughout Minnesota.

Compensation and Benefits

Compensation is based on experience and includes participation in a comprehensive benefits plan. The State of Minnesota benefits plan supports meaningful work and living across four key areas: health and wellness, financial well-being, professional development, and work/life balance. Visit the [State Employee Group Insurance Program website](#) to learn more about benefits.



A Commitment to Diversity and Inclusion

At the State of Minnesota, we recognize that a diverse and inclusive workplace is essential to providing culturally responsive and effective services. We strive to ensure that our workplace is representative of our Minnesota communities and commit to treat every employee with fairness and respect; we expect our employees to do the same for those we serve.

Equal Employment Opportunity

During our application process, the State of Minnesota will ask applicants about their gender, race, disability, or veteran status in an effort to ensure that the application and hiring process is fair and equitable for all. All applicants are considered for employment based on job qualifications without regard to race, color, creed, religion, national origin, sex, marital status, familial status, disability, status with regard to public assistance, sexual orientation, age, or veteran status.