

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Asset Management Specialist		
<b>Job Code:</b>	PR5120	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	608	<b>Date Reviewed:</b>	06/19/18
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Under general supervision, provides responsible oversight of equipment and property management procedures and operations for capital and non-capital assets. Develops, implements and maintains logistics and supply programs for the Department to ensure an efficient and accurate method of inventory tracking. Develops policies and procedures; coordinates asset issuing, receiving and tracking; and coordinates inventory control to centralize the department's asset inventory and reduce avoidable costs and associated risks.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Identifies opportunities for improving delivery methods logistics and procedures; identifies needed resources and implements improvements; coordinates and participates in city, department, division, or section organizational studies involving systems, procedures, functions, process, technology, and techniques of operation or management.
3. Works with stakeholders and subject matter experts to identify opportunities for innovation of existing data management framework; effectively managing internal and external resources to combine and sequence department inventories. Adheres to and makes recommendations to the department concerning data management standards, data governance structures, and the strategic data management plan.
4. Coordinates and maintains a physical inventory of all department equipment, and property assets purchased with General Funds, CCPD, Procurement Cards, and Federal and or State awarded Grants, Asset Forfeiture, as well as, all non-cash donations.
5. Functions as the Asset Management, inventory database administrator responsible for maintaining a centralized asset tracking system.

6. Tracks assets by working with Budget and Procurement to reconcile monthly equipment and property purchases for the Department, including researching purchase orders and determining funding sources.
7. Contributes to the development of best practices in risk, data, and asset management by engaging with industry and other asset-intensive organizations.
8. Functions as a program manager, developing standard operating procedures for Asset Management that are current and in compliance with Department policies and City financial directives.
9. Acts as a liaison with City, State and Federal auditors regarding asset inventories. Provides the single point of contact on risk management related to data management and data quality risks.
10. Develops and coordinates the preparation of presentation materials for senior management.
11. Effectively communicates highly complex ideas to diverse audiences.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Automated business applications and their relationships to each other and interfaces with outside systems.
  - Best practices in Asset Management Systems; report processing and data management.
  - Best practices in Logistics Operations; warehousing, purchasing, material identification and processing shipping and receiving of inventory.
  - Property and equipment management, compliance through the entire property lifecycle from acquisition to disposition of managed assets.
  - Property and equipment research, audit preparation and asset analysis by creating reviewing and correcting asset records and reports.
  - Microsoft office programs.
- **Skill in:**
  - Understanding and using software for asset management tracking.
  - Developing standards to maintain the integrity of asset management system data.
  - Teamwork, communication, innovation, adaptability and decision making.
  - Leading the development and implementation of standard operating procedures.
  - Organizing, conducting and coordinating physical inventories.
  - Relationship and team building.
  - Using Microsoft Excel, Word and PowerPoint to sort, filter, compile, organize and present information.
- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Use quantitative data to provide qualitative solutions.
- Work independently and across multiple functions.
- Work collaboratively to build strong working relationships.
- Facilitate decision-making.
- Engage appropriate Subject Matter Experts (SME) and key stakeholders.
- Deal with multiple open tasks simultaneously and prioritize accordingly.
- Supervise and train others.
- Understand the differing needs and expectations of various stakeholders and be effective in an ambiguous environment.
- Demonstrate leadership, management and human relations skills to facilitate significant cultural and organizational change.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in in Business Administration, Accounting or Finance and two years of experience managing physical inventory of property and equipment assets.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.