

ASSET MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is a high level strategic planning and risk management position with responsibility for developing and implementing a comprehensive program to manage the County's key fixed assets, maximizing value and minimizing risk. This includes identification and evaluation of the County's fixed assets, such as facilities, highways, dams, parks, bikeways, heavy motor/road maintenance equipment, vehicles, etc. and establishment of an inclusive fixed asset inventory that coordinates multi-department holdings. Incumbent is responsible for development and implementation of fixed asset capital and Operations and Maintenance plan, instituting related policies and procedures, and generally planning for present and future needs regarding assets and associated performance. The Asset Manager will develop and implement optimal asset intervention strategies appropriate to asset type (e.g. vehicles and machines vs. roads and dams), in accordance with professional standards and best practice procedures. Responsibilities also include tracking coordination of communication and exchange of information across the county, to ensure participation in and adherence to asset management system procedures and practices, including providing training and operations and maintenance monitoring as needed. Work is performed under the general supervision of the Commissioner of Highway and Facilities and Planning, with considerable leeway for the exercise of independent judgment. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Establishes asset management policy, including management strategy, objectives, implementation action plans, and contingency planning and a cohesive set of procedures and practices;

Establishes asset management operations and maintenance procedures that meet or exceed policies provided by the Risk Manager;

Investigates and provides disciplinary recommendations for operations and maintenance not in accordance with established procedures;

Develops and implements strategic fixed asset replacement/repair plan which accounts for asset depreciation, asset life cycle, and changing County needs;

Monitors and evaluates asset management plan operations and procedures;

Investigates asset-related failures, incidents and problems, and establishes priorities for improvement actions and timely resolutions;

Conducts root cause analysis;

Coordinates comprehensive ongoing identification of the County's fixed assets;

Creates inclusive electronic database of fixed asset County inventory, and develops and implements procedures to ensure accurate maintenance of inventory database and related records;

Implements coordinated, efficient and effective fixed asset inventory control, inventory information auditing, and database management;

Coordinates and conducts fixed assets verification audits as needed;

Works with IT Department to identify appropriate computer/software systems for fixed asset inventory maintenance, records, tracking and reporting;

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

ASSET MANAGER (cont'd)

Researches in coordination with a variety of County departments to determine values and utilizations of County fixed assets;
Determines depreciation methods and useful lives of the fixed assets, maintains depreciation schedules with updates as needed;
Works with Law Department to ensure that risk related to fixed assets is minimized and all legal requirements are met;
Coordinates communication/training program for appropriate County personnel regarding asset management policies, procedures and practices;
Presents asset financing and capital budget needs to County officials as required;
Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, methods and applications of accounting and finance principles, procedures and practices; good knowledge of strategic planning principles and practices with regard to fixed assets; good knowledge of asset management principles and evaluating full life cycle costs; working knowledge of generally accepted government accounting principles, procedures, and practices; familiarity with industry standards and best practices regarding fixed asset management; ability to identify, value, track and manage fixed assets inventory; ability to prepare and analyze complex statistical and financial reports; ability to conduct probability/impact analysis and make recommendations for mitigation/elimination strategies; ability to establish and maintain effective working relationships; ability to communicate clearly, both orally and in writing; initiative; integrity.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's Degree or higher in accounting, finance, business or a related field and two (2) years of managerial or administrative experience relevant to financial, asset and/or inventory management; or
- b) Bachelor's degree and four (4) years of managerial or administrative experience relevant to financial, asset and/or inventory management; or
- c) An equivalent combination of education and experience as indicated in a) and b) above.

SUBSTITUTION NOTES:

1. Relevant post-graduate level education may be substituted for general experience on a year-for-year basis.
2. Relevant military training and experience may be substituted for general experience on a year-for-year basis.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Working knowledge of PAS-55 principles and related experience regarding acquiring certification preferred.