ASSET SYSTEMS COORDINATOR

DEFINITION

Under direction, develops, implements and manages a comprehensive asset management program for the accurate tracking, reporting, controlling and safeguarding of Washoe County’s fixed assets; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor’s degree from an accredited college or university in geography, geographic information systems, computer information systems, civil engineering, construction management or a closely related field, and five years of full-time experience with asset management, to include experience with GIS and/or GPS software and hardware practices; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver’s license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Develop procedures, research data and best practices; develop forecasting and trending models to maintain an up to date asset management database.

Resolve complex technical issues to ensure that the asset management database is operating in an effective and accurate manner.

Coordinate with staff to ensure that proper asset data is collected and appropriate action is taken to meet department strategic goals.

Make recommendations to management to improve the efficiency of the asset management system and oversee the implementation of recommended improvements.

Act as systems administrator for the asset management system by overseeing asset management software license agreements as well as by providing development reports on key performance indicators.

Serves as a resource to provide key information related to strategic planning, performance measures, fixed assets, continuous process improvement, budget report and department activity reports to advance department initiatives.

Provide technical support to employees on asset management GIS and GPS equipment and software, related issues/requests, and maintain open communication with internal users.

Configure and maintain the modules for the asset management system and coordinate with staff to develop solutions to advance the strategic goals of the Community Services Department.
Develop and present effective oral and written presentations pertaining to the asset management program.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance (These may be acquired on the job and are needed to perform the work assigned.)**

**Knowledge of:**
Best management practices related to Community Services Department assets.

Departmental/divisional policies and procedures.

Department specific computer software and hardware.

**Ability to:**
Resolve complex technical issues related to the asset management database.

Recommend and implement asset management system process improvements.

Understand the strategic asset management objectives of the Community Services Department.

**Entry Level (Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)**

**Knowledge of:**
Assets common to a public works environment such as road systems, storm water conveyance systems, sewer systems, sewer treatment facilities, regional parks and park related facilities, building/facilities and related systems.

Asset management practices to include life cycle costing, gap and risk analysis, work planning, forecasting and budgeting.

ArcGIS Desktop and server applications.

Asset management software systems related to Public Works.

GPS hardware, data collection, data management and data integration techniques.

**Ability to:**
Utilize asset management forecasting and trending models.

Evaluate the asset management program to determine the effectiveness in meeting strategic goals.

Troubleshoot database, hardware or software issues.

Read and interpret technical specifications, plans, maps and engineering drawings.

Read and interpret diagrams, schedules and other forms of instruction.

Analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.

Maintain administrative, fiscal and general records.
Explain technical information to staff in a concise and understandable manner.

Write clear and accurate technical reports and procedural manuals.

Deliver oral presentations to staff, clients, customers and the general public.

Maintain effective working relationships with internal and external customers, vendors, other government agencies, department staff and representatives of other departments.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to work in a standard office environment. Ability to sit, stand and walk for extended periods. Ability to walk on uneven and slippery surfaces. Ability to work under a variety of environmental conditions involving exposure to heat, cold, the elements, dust, grease, noise, and chemicals. Ability to lift and move objects weighing up to 25 lbs. Ability to use cameras, video cameras, audio/video equipment, computers, telephones, printers, copiers, and FAX machines.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*