



Asset Management Support Specialist

Category: Classified
Pay Grade: C19
Job Code: 13036

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly responsible specialized administrative and technical field and office work requiring planning and coordination of department information system activities within an Asset Management System, as well as implementing continuing improvements to business operations processes while assuring compliance to organization directives, regulations, and respective agency or business plans; conducts needs assessments, collects data from field activities and official records, assesses data for accuracy, inputs into organizational databases, and makes recommendations to management.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Performs field data collection and data analysis of the physical assets and inventoried storerooms within the department's portfolio;
- Implements, monitors, and maintains management information systems that include relational data bases, data integrity, and system activities;
- Provides assistance to operating entities, divisions, or sections to provide services and support information processing needs and troubleshoots business process problems;
- Conducts data audits, prepares reports, and submits recommendations for management review;
- Produces operational activity reports using a variety of software applications such as Crystal Reports, Arc GIS, Cityworks, Access, or Excel for use by staff, supervisors, and managers;
- May lead teams and provide leadership on specific assignments;
- May perform a wide range of associated and related work with coordination or special projects, such as, analysis, operation reviews, report preparation, program planning, research, change initiatives, and group presentations;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years of experience in the analysis and management of an information systems and operational business requirements in an organization, department, or major subordinate organization; or an Associate's degree with coursework in computer and information science, information technology, business administration, or related field and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of agency or department operations and subject matter area of assignment;
- Knowledge of office automation and word processing equipment;
- Knowledge of data analysis and research techniques, methods, and processes;
- Knowledge and ability to troubleshoot and resolve business problems;
- Skill in verbal and written communication, and interpretation of unclear instructions or information.
- Ability to apply computer applications and software;
- Ability to develop and update procedure and operational manuals;
- Ability to map out business and workflow processes;
- Ability to perform technical computations and analyses, generate reports, sort and categorize data, and produce reports using multiple software applications;
- Ability to establish and maintain effective working relationships with superiors, employees, and others;
- Ability to maintain detailed records, develop presentations of composite data, and perform comparative analysis for data integrity.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recordings on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.