

ASSET MANAGEMENT SUPPORT SPECIALIST

Job Code	Pay Grade
13036	CL13

Nature of Work

This is highly responsible specialized administrative and technical field and office work requiring an incumbent to plan and coordinate 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. An employee in this class conducts needs assessments, collects data from field activities and official records, assesses data for accuracy and input into organizational databases, and makes recommendations to management. Duties require a broad knowledge of business technology systems, data processing systems, applications, as well as the capability to utilize report writing software to access information within a large information system database. Work requires the exercise of considerable independent judgment, attention to detail, and adherence to rigid deadlines. Incumbent refers non-standard situations and complex technical problems to a supervisor with recommended courses of action. The incumbent reports directly to a senior department manager or designee.

Minimum Qualification Requirements

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

Appointing Authority May Also Require

- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive)

- Implements, monitors, and maintains policies and procedures, operations, trend analysis, process reviews and other assignments related to subject agency or department business operations.
- 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, 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 related work and or special projects as assigned.

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.

ASSET MANAGEMENT SUPPORT SPECIALIST (continued)

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Knowledge, Skills, and Abilities (continued)

- 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.

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Created	EEOC Code	Overtime Code
2/16	Technicians	Classified