**Director, Office of Asset Management**

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<th>Category:</th>
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<td>Pay Grade:</td>
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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, professional leadership role within The Office of Asset Management Department (OAM). The incumbent is responsible for directing the OAM by providing technical knowledge of asset management programs and practices, Cityworks AMS asset management software, and GIS applications. The incumbent provides leadership qualities transforming and maintaining the Department into an organization focused on performance management and the reporting of asset management information. The incumbent performs under the supervision of an Assistant County Administrator or his/her designee with considerable independent judgment, discretion, and initiative exercised in carrying out policies, programs, and operations.

**ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Establishes strategic direction of the Department in collaboration with Department staff, and in alignment with County’s strategic plan;
- Directs activities/projects/programs of the Department and enterprise to ensure adherence to applicable laws, regulations, rules, policies, and procedures in coordination with the leadership team. Acts to energize, support, and allow the leadership team to operate with minimal distractions to attain Department goals;
- Directs, supports, and guides managers and their teams in Asset Management project/program development;
- Ensures work programs, practices, procedures and policies are developed and administered for improving the effectiveness of projects/programs and develops metrics to ensure that goals, objectives, and standards are met in a timely and effective manner;
- Ensures consistent implementation of the AM Program across the enterprise;
- Provides asset management training and development programs to applicable departments;
- Provides direction, reviews for approval and submits the department operating budget for review by the Board of County Commissioners. Is accountable for overall financial stability and cost containment through budget preparation, budget management, long-range business planning and staffing plans;
- Develops general policies for maximum utilization of available financial resources through appropriate allocation of staffing and services;
- Provides and initiates recommendations, presentations, and reports on a variety of asset management related functions and issues;
- Provides oversight and direction in response to inquiries from the Board of County Commissioners, the media, and the public to ensure consistency with county policies and goals;
- Oversees administrative and technical staff, managers, and supervisors in the administration of the Department. Advises, coaches, and professionally develops staff to improve performance in line with the County’s high performance expectations;
• Monitors and evaluates industry and marketplace trends/directions and cites relevant case studies as they pertain to the strategic direction of the Department;
• Represents the Department in formal and informal meetings with regulatory agencies, the Board of County Commissioners, and other stakeholder groups advocating the Department’s position in alignment with the County’s mission, vision and values;
• Provides high level collaboration with internal and external customers, stakeholders and partners, as it relates to asset management;
• Administers and ensures compliance with Human Resources policies and procedures;
• Performs other related work as assigned or required.

QUALIFICATIONS

Education and Experience:
Ten (10) years of progressively responsible professional, managerial, supervisor, and administrative experience managing government functions, services, or operations that includes two (2) years managing 1 or more major public sector operations; or Associate’s degree in business administration, finance, accounting or engineering, and eight (8) years of experience as described above; or Bachelor’s degree and six (6) years’ experience as described above; or an equivalent combination of education, training, and/or experience. Incumbent must secure and continually maintain a valid ISO 55000 Certification within 12 months of hire.

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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Knowledge, Skills and Abilities:
• Knowledge and understanding of asset management program theory, methodologies, practices and procedures as outlined in ISO 55000;
• Knowledge and understanding of Computer Maintenance Management Software (CMMS), preferably Cityworks AMS software, and ESRI GIS as they relate to the AM Program;
• Knowledge and understanding of County operating departments’ asset management processes and practices;
• Knowledge of the principles, practices and procedures of public and business administration, as applied in a large organization;
• Knowledge of budget and accounting principles, practices and procedures, as applied in a large organization. Demonstrated ability to evaluate and allocate resources, plan and oversee budget;
• Knowledge and experience in the recruitment, selection, development, coaching, counseling, disciplining and evaluation of employees. Demonstrated ability to plan and support the development of others;
• Skill in leadership techniques and practices to evaluate and determine organizational goals and objectives, maximizing effectiveness of organizational work units through staff selection and assignments;
• Ability to communicate effectively, both written and orally, and to make effective presentations to County staff, Board of County Commissioners, civic organizations or other public or private groups;
• Ability to apply computer applications and software;
• Ability to plan, supervise and coordinate long-range technical and administrative programs;
• Ability to plan and direct the work of professional and support employees, maintain effective working relationships, and interact effectively with staff, other departments, agencies, consultants, contractors, and the public;
• Ability and experience in working cooperatively and effectively within the environment of governmental policies and procedures.

PHYSICAL/MENTAL DEMANDS
The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. 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.
• 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 recording 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.

WORKING CONDITIONS

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