
		JUDICIARY OF GUAM	HUMAN RESOURCES DEPARTMENT JOB STANDARD
CLASSIFICATION TITLE: PROPERTY & ASSET MANAGEMENT SPECIALIST		EFFECTIVE DATE: October 2017	
PAY GRADE: N	TOTAL HAY EVALUATION POINTS: 406	POSITION STATUS: [X] Classified [] Unclassified [X] FT [] PT	
FLSA CATEGORY: [X] Exempt [] Non-Exempt		EEO CATEGORY: TECHNICIAN	
REPORTS TO: Procurement Management Officer		APPROVED BY: 	

NATURE OF WORK:

Responsible for complex technical work in the field of property and asset system management. Performs significant standardized asset management functions requiring independent decision making. Responsible for the initial set-up and maintenance of the automated Asset Management module, performance of asset inventory, tracking, reporting, and disposal. Creates and maintains the asset management information from purchasing data, tagging, recording, inventory management, performs analysis, keeps detailed records, conducts quality controls based on established financial accounting methods. Conducts asset inventory and coordinates all asset recording, transfer, surveying, removal and disposal.

ESSENTIAL FUNCTIONS: (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Produces information, reports, graphs, project lists, maps, and other information.

Makes recommendations to decision makers to be used in resource allocation decisions made to manage infrastructure assets.

Writes technical reports, operational guidelines, or documents to support a job function and record information for future use.

Provides technical information and explains policies and procedures.

Organizes and analyze data and performs difficult calculations and mapmaking to support a major asset management function in the department.

Evaluates and analyzes expenditures, equipment longevity, and recorded depreciation.

Prepares or reviews correspondence, reports, and other documents, responds to correspondence, memos and requires a wide variety of information related to asset management, disposal, and tracking.

Formulates, develops, ensures implementation of and provides continuous review of asset management goals and objectives; recommends and/or determines improvements to ensure continued operations and system effectiveness.

Conducts on-site inspections to gather data or to assure the quality of asset condition and inventory data being collected by lower level technical positions; prepares inspection reports.

Prepares and/or reviews routine data collection plans for conformance to pre-established Judiciary standards, methods, and procedures.

Operates New World ERP Asset Management systems, computerized maintenance management systems and other data base interface tools, asset management systems, reporting tools, modeling programs, and project management systems as required to complete assigned tasks.

Prepares preliminary estimates of materials, quantities, and costs for construction and maintenance projects.

Develops and maintains project files and other records.

Prepares and performs data quality control and final reports upon the completion of projects.

Interprets data and information for the purpose of providing asset management decision making.

Operates data collection equipment to ensure that data collection meets the quality standards for asset management.

Maintains regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.

Meets travel requirements of the position.

Performs the physical requirements of the position; works within the established working conditions of the position.

Prepares electronic or hard copy maps for displaying information.

Performs data analysis and create reports.

Performs inspections and work planning functions.

Drafts standard operating procedures and updates appropriate operational manuals.

As a leader of a team or crew, assigns and reviews the work of one or more technical staff engaged in the routine collection of data or inspection.

Assists and trains other employees in area of specialization.

Adheres to and complies with all promulgated policies, standards, and codes of ethical conduct.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Higher level statistical analysis methods.

Higher level mathematics including algebra and trigonometry.

Effective management and supervisory practices and principles

Inventory management and property tracking system knowledge.

Warehousing, inventory management, automated information and recordkeeping systems.

Terminology, principles and equipment used in infrastructure asset management including how infrastructure is maintained, operated, and preserved.

Ability to understand and apply national coding system, assign useful life, and depreciation
Infrastructure inventory, condition assessment, risk assessment, and preservation methods and procedures.

System performance measurement concepts and methods.

Applicable local and federal laws, regulations and ordinances.

Application of geographic information systems including software, equipment, and symbols.

Application of computerized maintenance management and asset management system technologies including definition of classifications, useful life determination, asset recording and value verification.

Ability to create complex or difficult information and/or maps based on records or data and calculations.

Ability to create and develop files alphabetically, numerically, or by other predetermined classifications.

Ability to become familiar and keep current with asset management concepts, principles, and practices.

Ability to plan, lead and/or coordinate the work of lower level technical staff or project team members.

Ability to collect and analyze technical information and to develop logical solutions or alternatives to problems.

Ability to use a personal computer and other technology to implement asset management systems and to develop guidelines to complete a job function.

Ability to prepare, interpret and utilize plans, maps, and reports.

Ability to inspect the work of others.

Ability to understand, follow and execute moderately complex oral and written instructions.

Ability to make field measurements and complete calculations using computers or calculators.

Ability to physically perform the essential job functions.

Ability to establish and maintain effective working relationships with elected officials, department heads, associates, and with the general public.

Ability to work effectively and productively with others.

Ability to communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.

Ability to effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

MINIMUM EDUCATION, EXPERIENCE & TRAINING:

- A. Graduation with a Bachelor's degree from a recognized college or university in Business Administration, Public Administration, Criminal Justice or closely related field, plus two (2) years of professional experience performing property and/or purchasing and inventory control duties; or
- B. Graduation from high school or GED equivalent; plus five (5) years of professional experience performing property and/or purchasing and inventory control duties.