



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 362.3

Job Title: **FIXED ASSET SPECIALIST**

Pay Grade: 13

GENERAL SUMMARY:

Provides administrative support in acquiring, tracking, controlling and disposing of the City's fixed assets in a manner that safeguards and allows for sound management of the public's asset investment. Assists in administering the City's inventory system by receiving and issuing property items, assigning property numbers, maintaining associated property and accounting records in the City's fixed asset management system, participating in scheduled/periodic inventories and disposing of obsolete items. Ensures inventory function is performed according to City policies and procedures.

RESPONSIBILITIES:

- Adheres to guidelines for acquisition, maintenance, retention and disposition of fixed assets and associated records. May coordinate the fixed asset functions of a small-to-medium sized department.
- Affixes inventory tags to designated assets and equipment and replaces damaged tags. Ensures inventory tags are used in sequential order to avoid duplicates or breaks in numerical order.
- Maintains perpetual inventory records in the fixed asset management system by gathering data, completing required forms/logs, and entering, deleting and correcting inventory records.
- Capitalizes assets (e.g., furniture, computers, basic equipment, vehicles, etc.). May capitalize costs of improvements and betterments of existing assets. Maintains a standardized list of items to be treated as controlled assets.
- May determine if property should be classified as an asset system, group asset or individual property units and documents accordingly. May establish basic "parent/child" relationships for betterment accounting purposes.
- Tracks asset repair cost and utilization information to assist in making replacement-planning decisions. Records changes affecting useful life or salvage value. May perform financial adjustments to override established salvage value.
- Performs basic periodic system functions such as calculating period depreciation, projecting depreciation amounts into future periods, updating replacement costs and updating insured values.
- Prepares various reports using pre-established and standardized programs (e.g., Asset Listing, Table Listing, Transaction, Accounting, Insurance, Grant, Replacement Planning, Variance, etc.).
- Records fixed assets acquired with grant funding. Transfers assets from non-active grants to active and eligible grants. Follows guidelines and formal disposition instructions for grant funded assets exceeding Federal/State accountability levels.
- Coordinates and performs scheduled and periodic physical inventories by locating and counting assets, loading field inventory results and reconciling exceptions.

RESPONSIBILITIES: (continued)

- May perform scheduled closing procedures. Runs scheduled depreciation procedures and generates reports (e.g., Current Valuation, Net Changes, Schedule of Assets, Depreciation Register, Asset Additions and Disposals, Financial Adjustments, etc.).
- Arranges and completes physical transfer/disposal of surplus/obsolete items. Performs disposal transactions to remove assets from service. Ensures system calculates gains/losses after sale/retirement proceeds are recorded.
- May occasionally assist in disposal of vehicles, rolling stock, land and buildings. Handles surplus and storage areas of inventory section. Resolves minor inventory location/usage discrepancies.
- Identifies lost and stolen assets, conducts investigations and submits reports regarding alleged theft, misuse and/or problems encountered in property management. May retire and write off unrecoverable assets.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in Materials Management, Business Administration, Accounting or a closely related field.

EXPERIENCE:

One year of experience in inventory control or materials management is required.

Two years of responsible experience in inventory control/materials management may be substituted for the degree requirement.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with lower-level service representatives and vendors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

SPECIFICATIONS: (continued)

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above description.

JOB FAMILY:

- Fixed Asset Clerk
- Fixed Asset Specialist
- Senior Fixed Asset Specialist
- Fixed Asset Supervisor
- Fixed Asset Manager

Effective Date: June 2000

Revised Date: January 2002