



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 362.4

Job Title: **SENIOR FIXED ASSET SPECIALIST**

Pay Grade: 17

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 acting in a lead capacity to Fixed Asset Specialists and Clerks, 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 inventories and disposing of obsolete items. Ensures inventory function adheres to Federal, State and City guidelines.

RESPONSIBILITIES:

- Adheres to guidelines for acquisition, maintenance, retention and disposition of fixed assets and associated records. Coordinates fixed asset functions of a large department or multiple divisions.
- Leads and trains Fixed Asset Specialists and Clerks. Establishes priorities and delegates workload. Oversees and ensures perpetual inventory records are accurately maintained.
- 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.
- Capitalizes assets (e.g., furniture, computers, heavy equipment, machinery, vehicles, rolling stock, land, buildings and constructed assets, etc.). Capitalizes costs of improvements and betterments of existing assets.
- Develops and maintains a standardized list of items to be treated as controlled assets. May determine which departmental assets, in addition to those specified by citywide requirements, will be designated as controlled assets.
- Determines if property should be classified as an asset system, group asset or individual property units and records accordingly. Establishes basic to complex "parent/child" relationships of high dollar assets for betterment accounting purposes.
- Oversees and determines acquisition cost/value of fixed assets acquired by donation, condemnation or eminent domain. Handles and oversees capital, operating and direct financing leases, including applicable accounting and disclosure requirements.
- Accumulates, tracks and capitalizes associated costs of Capital Improvement Program (CIP) construction projects. Capitalizes interest charges on project funds according to guidelines.
- Performs financial adjustments. Performs depreciation adjustments and determines the nature of the change for financial reporting purposes. Determines funding splits.
- Records fixed assets acquired with grant funding. Ensures guidelines and formal disposition instructions are followed for assets exceeding Federal and State accountability levels. Conducts periodic inventories of grant funded assets.

RESPONSIBILITIES: (continued)

- Coordinates, participates in and may oversee scheduled and periodic physical inventories by locating and counting assets, loading field inventory results and reconciling exceptions.
- Performs 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.).
- Approves and coordinates physical transfer/disposal of surplus and obsolete items. Performs disposal transactions to remove assets from service. Ensures system calculates gains or losses after retirement or sale of assets.
- Makes disposal/replacement planning decisions based on remaining useful life, repair costs, severity of condition and total utilization of assets. May coordinate separate auctions, with F&A approval, to dispose of technical/specialized assets.
- Identifies lost and stolen assets, conducts investigations and prepares and submits reports regarding alleged theft, misuse and/or problems encountered in property management. Retires and writes off unrecoverable assets.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor'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. Four years of responsible experience in inventory control/materials management may be substituted for the degree requirement.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

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 routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

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 coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

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