



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 362.6

Job Title: **FIXED ASSET SUPERVISOR**

Pay Grade: 21

### **GENERAL SUMMARY:**

Provides professional administrative support and supervision 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 fixed asset management system inventory by supervising, overseeing and coordinating the fixed asset management function of capital and controlled assets. Ensures adherence to and implementation of applicable Federal and State laws as well as City policies and procedures.

### **RESPONSIBILITIES:**

- Ensures adherence to guidelines for acquisition, maintenance, retention and disposition of fixed assets and associated records. Coordinates fixed asset functions for a department or multiple large divisions.
- Supervises, trains and evaluates Fixed Asset Specialists and Clerks. Establishes priorities and delegates workload.
- Ensures inventory tags are affixed and maintained according to guidelines. Maintains a supporting ledger of assets that are not physically tagged (i.e., buildings, land and improvements other than buildings).
- Capitalizes and ensures asset valuation of equipment, rolling stock, vehicles, machinery, multiple unit acquisitions, land, buildings and other improvements, constructed assets, make ready costs and multiple funding sources is applied/recorded.
- Ensures significant inventory discrepancies are investigated and resolved. Prepares reports on alleged theft, misuse of property or problems encountered in property management. Writes off unrecoverable assets.
- Ensures a standardized list of items to be treated as controlled assets is created and maintained. Determines which departmental assets will be designated as controlled assets in addition to citywide requirements.
- Determines if property should be classified as an asset system, group asset or individual property units and records accordingly. Oversees and establishes 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.
- Authorizes financial adjustments. Authorizes and performs depreciation adjustments and determines the nature of the change for financial reporting. Determines funding splits.

## **RESPONSIBILITIES: (continued)**

- 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.
- Ensures guidelines and formal disposition instructions are followed for grant-funded assets exceeding Federal/State accountability levels. Ensures periodic inventories of grant-funded assets are conducted to verify existence and usage.
- Ensures a complete scheduled physical inventory of fixed assets is conducted. Ensures inventory results are accurate and valid. Determines cycle inventories to be performed. Submits results to Finance & Administration Department.
- Oversees and coordinates scheduled closing procedures. Runs scheduled depreciation procedures. Generates reports to be submitted to accounting.
- Approves and coordinates the physical transfer/disposal of surplus and obsolete items such as vehicles, rolling stock, land and buildings. Approves and performs disposal transactions to retire/remove assets from service.

## **SPECIFICATIONS:**

### **KNOWLEDGE:**

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

### **EXPERIENCE:**

Three years of experience in inventory control or materials management are 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. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representatives and vendors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

## **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 descriptions.

### **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*