



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 362.7

Job Title: **FIXED ASSET MANAGER**

Pay Grade: 25

GENERAL SUMMARY:

Manages the 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 assessment investment. Assists in administering the City's fixed asset management system by managing, directing and overseeing the 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.
- Directs and oversees the asset management function of capital and controlled assets by managing Fixed Asset Supervisors, Specialists and Clerks.
- 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 supporting manual ledgers of assets that are not physically tagged (i.e., land, buildings and other improvements) are prepared and maintained.
- Capitalizes costs of improvements and betterments of existing assets. Approves and manages exceptions to the salvage value guidelines. Assigns the useful life (primary or secondary) for each asset class at the department level.
- Determines if property should be classified as an asset system, group asset or individual property units. Establishes and manages 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.
- 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.

RESPONSIBILITIES: (continued)

- Makes disposal/replacement planning decisions based on remaining useful life, repair costs, severity of condition and total utilization of assets.
- Ensures guidelines and formal disposition instructions are followed for grant-funded assets exceeding Federal/State accountability levels. Ensures a periodic physical inventory of grant-funded assets is 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.
- Manages and directs scheduled closing procedures. Ensures all applicable reports are generated and accurate.
- 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.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

Five years of experience in inventory control or materials management are required, with at least two years in a supervisory or managerial capacity.

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

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under general direction with policy direction provided. The incumbent participates in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over first-line supervisors. This position has significant levels of input as it pertains to personnel actions such as hiring, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. 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 moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

SPECIFICATIONS: (continued)

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

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