

# ASSET MANAGEMENT ANALYST

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Position Code: 1300

WC Code: 9015

FLSA Status: Non-Exempt

Pay Grade: 351

Location: Asset Management

Approval Date: 2023

## General Statement of Duties

An employee in this class performs a variety of complex administrative and professional work involving the reporting, tracking, monitoring, and planning related to Town assets.

## Distinguishing Features of the Class

This position requires advanced administrative and professional skills necessary to serve in a capacity that provides direct assistance to the department heads, managers, and other stakeholders. The analyst must have strong office skills for daily tasks, interpersonal skills, and the ability to exercise independent judgment and discretion. Because of the use of multiple software platforms, the employee must possess strong computing and reporting skills. This position is tasked with record keeping management related to inspections, maintenance, reports, insurance processes, budgeting, inventory, and energy and fuel usage.

## Duties and Responsibilities

- Prepares various reports, audits, and data analyses for review.
- Coordinates and collaborates with asset and fleet management stakeholders.
- Manages and maintains fuel use data.
- Assists in the management of budgets and scheduling related to repair, maintenance, and use of town assets.
- Schedules inspections of various pieces of equipment and vehicles and apparatus
- Assists in the management of asset replacement, repair, and maintenance record keeping.
- Tracks and monitors wrecked assets processes including coordinating with risk management, department heads, and insurance agencies.
- Assists in the intake, commissioning, activation, servicing, and eventual surplus of assets.
- Performs various administrative tasks such as assigning asset numbers, managing cost analysis for assets and creating various reports.
- Meets and collaborates with various department representatives.
- Delivers reports, updates, and other items to key stakeholders on a regular basis.
- Performs related tasks as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

knowledge of the principles and practices of data reporting and integration

Basic knowledge of inventories and record keeping processes

Knowledge of budgeting processes

Knowledge of data entry processes

Ability to work in a professional team.

Work independently in the absence of direct supervision.

Experience with the use of computer software including Outlook, Excel, Share-point, Drop-box, work-order software systems, et.

Ability to establish and maintain working relationship with peers, supervisors, and subordinates.

### **Physical Requirements**

While performing the duties of this job, the employee is frequently required to reach with hands and arms, sit, talk, and hear. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects. Lifts and carries equipment and/or materials (up to 25 pounds) to perform assignments.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, operate a motor vehicle, perform field site inspections, and use measurement devices.

### **Minimum Education and Experience**

Graduation from high school, technical school, or possession of a GED required. 2- or 4-year degree from an accredited school in business administration, computer science or a related field preferred.

3-5 years in a related field of administrative support related to the following: asset management, fleet management, automotive management, facilities management, or another related administrative role is required.

### **Special Requirement**

Possession of a valid North Carolina driver's license.