

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Asset Manager

**CLASS CODE:** 1486

#### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents in this classification manage subordinate staff and various mutually exclusive functions within the Comptroller's office including: telecommunications, real estate, travel, fixed assets accounting, municipal garage and archival library.

#### **DISTINGUISHING CHARACTERISTICS:**

This is an advanced-level managerial classification in the Fiscal Series – Financial Management Group job family within the City of St. Louis. Incumbents perform complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include the management of subordinate staff and various functions within the department.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This class contains positions whose incumbents are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate supervisors, lead workers and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

#### **EXAMPLES OF WORK (Illustrative Only):**

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Plans, organizes, coordinates and controls the work unit's operations/programs to establish operational priorities, coordinate these operations with other functions within the agency, and ensure program objectives and standards are established, attained and congruent with overall goals.

Determines and requests/submits staff, material and equipment needs for managed operations/programs managed.

Contributes to the formulation and justification of budgetary requests for the agency as a whole.

Determines performance evaluation standards and procedures to provide information to subordinate staff on individual work performance expectations to ensure complete and objective appraisal of subordinates' performance.

Develops and directs the implementation of operational plans pertinent to managed operations/programs to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational/program needs, objectives, and priorities and to improve the effectiveness of managed operations/programs.

Assigns duties to department supervisors in order to administer operations of city facilities such as the municipal garage and archival library; prioritizes subordinate's work.

Procures equipment and selects technology for purchase.

Selects vendors and approves vendor payments.

Negotiates sales and leases with private parties and city entities; administers leases including rent collection and compliance monitoring.

Tracks loans, grants and budget; reviews and approves fiduciary matters regarding the city's travel policy.

Administers fixed asset records for city departments; confers with auditors.

Represents the Comptroller's office on various committees and at conferences.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Data Utilization:**

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

##### **Human Interaction:**

Requires the ability to manage and direct a large group of employees, which may include first-line supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

##### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to start, stop, operate and monitor functioning equipment such as a personal computer and/or materials used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such ledgers and budget reports, requisitions and invoices employee work plans, city charter, guidelines and non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; requires the ability to interpret descriptive statistics.

**Functional Reasoning:**

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

**Environmental Factors:**

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

**Physical Requirements:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds, such as lifting boxes of files.

Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:**

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks, such as observing the work of subordinate staff for review purposes.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.