



Job Title	Public Works Asset Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	3	Job Code	12766

Class Specification – Public Works Asset Manager

Summary Statement:	
<p>The purpose of this position is to manage the Department of Public Works’ Geographic Information System (GIS) activities, locate program, document management program and Right of Way (ROW) permit program. This involves the implementation of the business unit’s goals, objectives, policies and procedures; represent the business unit in GIS, locate and permitting related matters; make recommendations regarding the design of the business unit’s GIS databases and propose strategies and procedures for third-party integrations; evaluate and supervise the development and configuration of the business unit’s GIS application needs, permitting application needs and locate process as a project manager and identifies risks; implement City IT GIS policies and procedures. Create staff performance goals that align with strategic direction. Coordinate activities within the City, division, and externally with outside agencies, while providing support to Operations & Maintenance Division Manager. Other duties include generating reports; problem solving; compliance with safety regulations; and assisting in developing division budget.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
60%	Coordinates the organization, staffing, and operational activities for GIS, Locate, Document Management and ROW Permitting programs. Participates in the development and implementation of goals, objectives, policies, and priorities; and recommends and implements resulting policies and procedures. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements. Directs, coordinates, and reviews the work plan for assigned GIS services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; and meets with staff to identify and resolve problems. Supervise, coordinate, plan, prioritize, and organize business unit’s GIS, Locate and ROW permit activities, including projects, requests, incidents, changes, and maintenance; meet with users, review requests,



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	and prepare documentation such as contract change order requests and annual budget.
20%	Oversee design of GIS databases and data models and develop strategies and procedures for integrating GIS with existing databases while aligning with City IT requirements; recommend, troubleshoot, and support GIS software, business unit databases, and tables; identify, design, and develop GIS applications that meet the business unit's needs; and identify and act upon opportunities for continuous improvement. Stay current with developments in new technologies; evaluate solutions that may improve the business unit's processes. Implement City IT GIS best practices, policies and procedures while implementing the business unit's technology strategy. Design and deliver presentations, workshops, and training regarding programs to internal and external interests.
20%	Develop, direct, coach, mentor, and reinforce team members in line with the mission, vision, values, goals, and performance standards of the business unit; foster an environment of collaboration; provide technical assistance and expertise to the business unit's GIS team, Locate team and ROW team; and identify business unit's GIS data needs and oversee the creation and acquisition of GIS data sets. Prepare and track annual program budget with contracted services.

Competencies Required:
Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



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Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:
 Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in information Technology, Computer Science, GIS, or related field.

Experience: Five years of full-time responsible experience in GIS including two years of supervisory/ lead experience.

Education and Experience Equivalency:
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:
 Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.



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Supervision Received:
 Receives General Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:
 The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:
 Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, asset management software, GIS software, and GPS software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: September 2020