

## DIRECTOR OF PROGRAM DEVELOPMENT II (CAPITAL ASSET MANAGEMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision an incumbent of this class is responsible for developing policies and procedures for the Department's asset management program including but not limited to: developing and formulating policies for the performance measurement program; participating in the development and coordination of database management functions for capital assets and performance measurement information; designing data collection and statistical analysis methodologies to assure consistent reporting and control, and establishing project timelines and schedules. Supervision may be exercised over support staff.

### EXAMPLES OF WORK: (Illustrative Only)

Develops policies and procedures for the Capital project management process to ensure that Capital projects are accurately controlled and documented, and monitors the process to ensure that Capital Assets are properly incorporated into databases;

Coordinates with other County departments such as Information Technology, Parks, and Environmental Facilities in establishing a comprehensive and accessible database of the County infrastructure;

Ensures the timely and appropriate reporting of statistics, cost and other documentation as required;

Plans and directs the preparation of the department's annual performance measurement report;

Works closely with the Commissioner and other senior management in developing strategic responses to management issues identified through the analysis of performance measurement data;

Conducts studies, develops recommendations and produces comprehensive reports using performance measurement information for senior Public Works management to assist in capital and operating budget decisions as they relate to County infrastructure;

Acts as the liaison for the department with the Department of Information Technology regarding the installation of new software and/or the upgrade of existing systems and monitors compatibility of hardware with changing software;

Plans, develops and implements training programs as needed for various Public Works staff on the use of the department's information systems;

Works closely with the Director of Real Estate to plan and implement County Capital Asset acquisitions;

Uses computer applications and other automated systems such as spreadsheets, word processing, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of public administrative and operational processes, techniques and procedures; thorough knowledge of electronic information systems for the purpose of planning and implementing the process of recording Capital Asset information; good knowledge of statistical methods and principles; ability to effectively collect statistical data, identify data trends and draw logical conclusions; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to establish and maintain effective working relationships with the public and County officials; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's degree\* in Economics, Business Administration, Accounting, Public Administration or a related field and six years of experience where the primary function of the position was in either capitol asset management, performance measurement, budgeting, cost, financial or statistical analysis, auditing, or organization planning in an automated systems environment.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.