

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

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class administers the department's asset management and performance measurement programs. This includes making recommendations based on data analysis, conducting studies and preparing comprehensive reports. Responsibilities include coordinating the design and implementation of automated information systems consistent with the department's need for data gathering, statistical reporting; and monitoring cost, productivity and utilization of services. Supervision is exercised over staff in the completion of tasks for the defined program or project and supervision may be exercised over support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Administers and implements the department's capital asset management and performance measurement programs in collaboration with senior staff such as project managers, engineers, and division managers in Capital Group, Traffic Engineering, Road Maintenance, and Fleet Management;

Administers 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;

Conducts studies and prepares comprehensive reports for senior management to use in the development of long term strategic plans for the department;

Collaborates with Information Technology and senior staff during installation and transition to new software, e.g., Primavera, Fleet Anywhere, Datastream 7i Work Order system and others and to integrate it with existing business practices, staff resources, and the department's information needs;

Oversees data collection and analysis of the department's various software programs, including supervision of subordinate staff involved in data analysis;

Collaborates with senior staff to identify potential new electronic information system needs and assists in the implementation of such programs, e.g., electronic bid system for contracts;

Uses both electronic and conventional recordkeeping sources to develop efficient and effective methods to gather and analyze performance data, prepare management reports and makes recommendations for operational improvements;

Provides performance analysis reports at regularly scheduled intervals as well as on an as needed basis in areas such as capital and operating contracts and financial reports;

EXAMPLES OF WORK: (Illustrative Only) (con't)

Trains both subordinate staff and senior staff when necessary so that they may access electronic data and reports directly on-line in order to comply with the County policy to reduce the use of paper;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, 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 implementing the process of recording Capital Asset information as well as performance measurement; knowledge of automated and manual procedures and the application of the systems approach to improving information reporting; ability to support recommendations both orally and in writing; ability to gather and organize pertinent data; ability to prepare detailed reports and procedures; ability to establish and maintain effective working relationships; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; resourcefulness; good judgment, physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree\* in Accounting, Business Administration, Economics, Public Administration or a related field and five years of experience where the primary function of the position was in either capital asset management, budgeting, financial or statistical analysis or organizational 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 the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.