

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

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision and located in the Department of Public Works and Transportation, an incumbent of this class is responsible for the development and implementation of policies and procedures for the Department's capital asset management and performance measurement programs. Responsibilities include working with the Commissioner and senior management staff on developing and formulating standards and policies for effective data gathering, reporting and analyses; working closely with the Department of Information Technology and stakeholder departments such as Environmental Facilities and Parks, Recreation and Conservation in coordinating and developing database management systems to accurately capture data; designing data collection, performance measurement and implementing statistical analysis methodologies to ensure consistent reporting and control, and establishing project timelines and schedules. Supervision is exercised over subordinate staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Manages and supervises the implementation of the department's capital asset management and performance measurement programs;

Works with managers and subordinate staff throughout the department to effectively coordinate data gathering and analysis from unit areas such as engineering, traffic engineering, road maintenance, fleet management, etc., to ensure that information among the department's functional areas is effectively coordinated and communicated to the appropriate staff;

Develops policies and procedures for the capital project management process to ensure capital projects are accurately controlled and documented, and monitors the process to ensure that capital assets are properly integrated into databases;

Directs subordinate staff in the conduct of studies and analyses of performance measurement data to assist the Commissioner and executive staff in capital and operating budget decisions as they relate to County infrastructure;

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

Manages the timely and efficient reporting of statistics, cost and other required documentation for analysis or as mandated, 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;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

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

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.

FULL PERFORMANCE 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 use automated systems such as word processing, spreadsheets, calendar, email and database software; 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: Either (a) a Bachelor's degree\* in Economics, Business Administration, Accounting, Public Administration or a related field and seven years of experience where the primary function of the position was in either capital asset management, performance measurement, budgeting, cost, financial or statistical analysis, auditing, or organization planning in an automated systems environment; or (b) eleven years of experience as defined in (a), three years of which must have been in an executive level or management capacity; or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

\*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.

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Job Group: XIV