



CLASS TITLE | DIRECTOR OF ASSET MANAGEMENT

PAY GRADE: EX-65 | www.cityoftulsa.org/pay
Effective Date: 07/12/2023

Class Code: 1261

PURPOSE OF THE CLASSIFICATION: Under administrative direction performs professional administration of the City's Asset Management (AM) functions, involving systematic processes of operating, maintaining, upgrading and disposing of assets cost-effectively; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Directs, plans, manages, oversees and coordinates the City's AM activities, fleet management and maintenance, parking meter repair and installation, parking enforcement/contracted garages and security of the City's property/facility assets and responsible for determining the cost-effective feasibility of asset acquisition, return on investment and disposition
- Coordinates AM activities and projects with other City departments and outside agencies, prioritizing AM development, sustainability and best practices to ensure future interfaces with the human, built and natural environments utilizing a systematic process of collaborative and evidence-based analytic decisions and risk-based asset management
- Creates one centralized inventory of properties/facilities and consolidates existing property disposal and related facilities into one single city-wide policy for AM of properties and facilities
- Develops goals and objectives and coordinates, motivates and supervises the work of subordinate personnel, communicating policies, procedures, goals and objectives
- Directs departmental employment, training and financial/budget activities
- Coordinates short and long-range AM programs to goals and objectives and monitors the AM strategy on an annual basis, defining multi-year milestones to ensure the implementation of the City's vision
- Develops effective communication among agencies, groups and City departments involving AM activities, fostering cultural change to support the implementation of cross-departmental AM processes
- Chairs the real estate project group to ensure effective oversight of the City's property
- Reports to and may advise the City Manager in the Mayor's Office
- Reviews security reports for crimes and threats involving City facilities exclusive of the Police Department
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in asset management, public administration, urban economics, real estate or a closely related field;
and,
- (b) Ten (10) years of progressively responsible experience in asset and security management;
including,
- (c) Administrative and managerial experience

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of AM principles, theories and applications
- Comprehensive knowledge of federal, state and local government operations
- Considerable knowledge of AM, related analysis techniques and systems
- Good knowledge of principles and practices of governmental budgeting, accounting and finance



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Ability to:

- Coordinate resources, develop and implement a comprehensive AM plan
- Analyze complex administrative, economic and AM problems and recommend sound solutions
- Design and implement effective policy and procedures through analysis, consensus building and understanding of existing or new technology
- Prepare and present comprehensive reports and communicate effectively verbally and in writing
- Establish and maintain effective working relationships with employees, members of the general public, elected City officials and local, state and federal law enforcement
- Understand and interpret ordinances, laws and other operating procedures
- Utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization
- Incumbent must possess proven leadership skills with the ability to plan and manage change

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds; occasional pushing and pulling up to five pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" Driver license
- b) Armed Security Guard license and Private Investigator's license *preferred*

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; and requires some travel to various locations.

EEO Code: E-01

Group: Clerical and Administrative

Series: City Development