

CLASS TITLE: ADMINISTRATOR FOR ASSET PROTECTION

Class Code: 02506100
Pay Grade: 34A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Administration, to be responsible for the development and implementation of a complete, comprehensive and integrated Statewide Asset Protection System for state facilities; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of independent judgment and initiative; work is subject to review through consultations and submitted reports for conformance to laws, policies, rules, regulations and departmental objectives.

SUPERVISION EXERCISED: Plans, directs, coordinates, supervises and reviews the work of a subordinate staff assigned to assist, and also consultants hired for particular tasks.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the development and implementation of a complete, comprehensive and integrated statewide system for asset protection.

To administer the asset protection fund for the development and implementation of projects; to work with the controller to establish and manage accounts; to develop and administer a cost center account system.

To be responsible for the preparation and implementation of an annual budget to carry out planned programs.

To review proposals for projects and prepare recommendations for the Asset Protection Committee; to implement project decisions by committee; and to monitor project progress and report project close outs.

To develop needs assessment through requests for proposals or other means in order to encourage new ideas and progressive program development; to supervise consultants hired to assist in needs assessment.

To collaborate in future planning to address unmet needs and to meet requirements of pending litigation and applicable rules and regulations.

To coordinate the implementation of necessary programs with other state departments and agencies concerned with asset protection; to provide on-site consultation and review of facilities.

To provide an annual report on projects approved and/or implemented by the Asset Protection committee.

To develop and implement a technical assistance program to assist agencies in their attempts to develop projects proposals.

To be responsible for the development of a statewide public information program on asset protection.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of state policies and procedures for facility financing; a thorough knowledge of the principles, practices and techniques in administering a program which provides funding for asset protection/capital development projects; the ability to plan and coordinate a project management program; the ability to supervise a technical and clerical staff; the ability to develop a systems approach to problem solving; a knowledge and understanding of services provided by state agencies; the ability to develop and interpret policy statements and regulatory documents; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Public or Business Administration or Engineering; and

Experience: Such as may have been gained through: considerable employment in administrative functions relating to project management, facility planning, capital development and budget analysis.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 8, 1987

Editorial Review: 3/15/03