

CLASS TITLE: ASSET PROTECTION OFFICER

Class Code: 02506000
Pay Grade: 24A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Administration, to be responsible for the management and coordination of the operations involved in the statewide asset protection system, and to do related work as required.

SUPERVISION RECEIVED: Works under the guidance and direction of a supervisor with latitude for the exercise of initiative and independent judgement; work is subject to review for conformance to established rules, regulations, policy, and statutes.

SUPERVISION EXERCISED: As required, works with other agency personnel and reviews the work of internal office clerical staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the management and coordination of the operations involved statewide system for asset protection.

To prepare specifications for fixed asset accounting systems.

To supervise and participate in the work of: reconciling fixed asset records with physical inventories of the same assets.

To prepare detailed reports of activities of operations.

To be responsible for developing utilization study requirements imposed when acquiring property equipment or real estate.

To be responsible for the management of a computer database of equipment, property, infrastructure, and real estate.

To render technical advice and assistance to interested parties concerning fixed asset acquisitions, transfers, and dispositions.

Receives and/or catalogs various property by the state in a computerized data base, and reviews documentation reporting acquisitions, transfers, dispositions for correctness and completion.

As required, makes site inspections to determine or confirm condition and/or nature of property.

Maintains listing of property, equipment, infrastructure, and real estate.

Conducts outreach activities to transfer functional property with other state agencies.

Assists agencies with compliance with federal and state policies regarding property and equipment.

To prepare and maintain all pertinent forms and records.

To do other related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and procedures involved in the management and coordination of the operations involved in accounting for equipment, infrastructure, real estate, and property; the ability to keep records and handle routine office matters; the ability to prepare detailed reports; the ability to supervise and assist technical and clerical staff; a working knowledge of governmental purchasing and facilitate financing practices; the ability to establish and maintain effective working relationships with interest parties; a working knowledge and demonstrated ability to effectively utilize a personal computer for document preparation, cataloging of inventory, bid preparations or word processing; and related capacity and abilities

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college or university of recognized standing, preferably with a specialization in business administration; and

Experience: Such as may have been through: employment as in administrative functions relating to property management, facility planning/management and capital budgeting and accounting in state or municipal agency, or private industry, or as a procurement professional in public or private service whose position responsibilities substantially satisfy the requirements of this position.

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

Class Created: March 28, 1999

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