

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**ASSET MANAGEMENT COORDINATOR - 1037**

**DEFINITION:**

Under direction, to plan, coordinate, and direct a Citywide asset management program; to direct and supervise personnel in the performance of professional asset management work; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Plans, coordinates, and reviews the work of staff using enterprise systems to support the integrity and reliability of assets, systems, and business solutions;
- Establishes objectives, standards, priorities, policies, and work procedures related to the support of the work management, asset management, and supply chain systems necessary to maintain assets;
- Identifies inefficiencies and develops recommendations to improve performance;
- Ensures materials, replacement parts, and consumables are available to maintenance and operations staff to perform maintenance;
- Ensures supply chain, material, warehouse, inventory management, and asset management software systems are used in coordination with City asset policies, procedures, and practices;
- Makes programmatic decisions;
- Develops and implements long-range goals and budgets based on system life-cycle analysis;
- Researches and analyzes legislation affecting system management;
- Researches and develops asset management markets;
- Researches current and emerging asset management technology solutions;
- Analyzes industry trends and best practices to identify program efficiencies;
- Develops and monitors the asset management program budget;
- Develops and monitors capital outlays for programs and projects;
- Prepares grant proposals;
- Reviews and analyzes contracts;
- Acts as liaison with federal, state, and local conferences and other major asset management events;
- Provides technical asset management information and expertise to City staff, City Council, political bodies, and citizen groups;
- Assists with vendor selection and oversight;
- Makes presentations and writes reports regarding the usage of systems to support asset management, maintenance planning, parts and materials procurement, safety staffing, reorganization, personnel systems, and budget cost analyses;

\* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Oversees the centralized supply chain management section or asset management section; manages all supply chain and/or asset management logistics functions including material procurement, inventory management, warehouse management, and asset maintenance to ensure assets are maintained and operated effectively;
- Supervises, trains, and evaluates subordinate staff.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter); **AND** five years of full-time professional experience in one of the following: Supply Chain Management; Asset Management; Maintenance Materials Planning; Project/Program Management; and Field Engineering.