



City of Kansas City, Missouri Job Class Specification

Job Title: Asset Manager

Department: MULTI

Job Code: 2202

Status: EXEMPT

Grade: EX6

Summary

This is highly professional planning, program management, and supervisory work performed for the Department in the areas of land use, environmental analysis, transportation, strategic planning, and other subject areas as appropriate to asset management.

Job duties may include highly responsible and complex planning functions across divisions in the Department related to asset management. Work affects a wide range of activities relating to the administration of city land use, transportation, or utilities plans and ordinances and often relates to activities of major public concern.

Duties and Responsibilities

- Direct the development and implementation of a department-wide strategic plan, asset management system, and performance and accountability assessment system.
- Oversee, supervise and/or lead the planning and program management of the strategic plan, asset management system, performance measurement and accountability assessment system, and/or other administrative programs or functions across the Department.
- Develop department-wide asset management systems working with all divisions and managers in the department.
- Coordinate and monitor work assignments for technical and professional staff working in various program areas to assure adherence to prescribed timelines, and compliance with departmental procedures.
- Assign, review, and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary action; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Initiate, direct, and prepare studies and staff reports relative to land use, transportation, or utility issues and analysis of environmental impacts.
- Lead and participate in preparation of annual budget requests, grant proposals, and administration of annual operating budget.
- Participate and cooperate with other staff members in developing and implementing department goals, plans, and accountability assessments.
- Provide guidelines and technical expertise to other staff members and furnish information to City Council and the public.

Technical Skills

Knowledge:

- Department and environmental/land use program planning, management, and supervisory practices and procedures.
- Strategic planning, asset management, and performance and accountability practices and methodologies of public administration.
- Federal, state, and local regulations, laws, and ordinances regarding issues of land use and environmental management, transportation and/or utilities.

Skills:

- Use of independent judgment and effective decision making in the application of a wide variety of laws, policies and procedures and in effective problem solving.
- Use and operation of personal computer, spreadsheet software, and related computer programs and equipment.
- Effectively plan, develop, and implement department-wide strategic plan, asset management system, and performance and accountability assessment system.

Education and Experience

Accredited Bachelor’s degree and six (6) years of related professional computer applications/programs, research, planning, project engagement, engineering or asset management. OR an equivalent combination of education and experience.

**Certificates/
Licenses/Special
Requirements**

**Supervisory
Responsibility**

Performs general supervision.

**Supervision
Received**

Work is performed under general direction of the City Engineer or designee.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created
Revised**

02/24