

CHIEF ASSET MANAGEMENT OFFICER (BUILDINGS)

General Statement of Duties and Responsibilities

This is a management class of positions. All incumbents perform related work.

Under executive direction of the Deputy Commissioner, responsible for the delivery of services in the areas of asset management, procurement, and records management.

Examples of Typical Tasks

Manages the division responsible for asset management, procurement, and records management.

Assists the Deputy Commissioner with policy decision-making and implementation of operational and procedural changes.

Makes recommendations concerning the allocation of resources to facilitate the attainment of the Department's goals and objectives.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time responsible experience in one or more of the following areas: asset management, procurement, records management or a related area, 18 months of which must have been in an administrative, managerial or executive capacity, or supervising personnel performing duties in one or more of the areas described above; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of administrative, managerial, executive or supervisory experience described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.