



ASSET MANAGEMENT RISK COORDINATOR

JC: 000272

PB: 8

FLSA: Exempt

BU: 95 (NR)

Created: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction, responsible for providing analysis and oversight of risks associated with the District's strategic asset management program including data governance and asset and financial data processes; provides responsible and complex assistance to the Senior Manager of Asset Management; and performs related duties as assigned.

CLASS CHARACTERISTICS

This administrator level classification is responsible for providing exceptional expertise in a specialized program area critical to the mission of the organization. Classifications at this level typically independently represent the organization, are subject matter experts possessing highly specialized knowledge, skills, abilities and experience and are responsible for a specialty program area that has a major impact on the organization. This classification is distinguished from the Senior Manager of Asset Management in that the later directs, manages, supervises and coordinates the activities and operations of the District's strategic asset management program including the development and implementation of data governance and asset and financial forecasting data process.

REPORTS TO:

Senior Manager of Asset Management or designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Implements use of best practices and leads process improvements related to Asset Management subject areas of risk and review and decision-making, and promotes best practices in all areas of Asset Management.
2. Provides risk oversight for major District project portfolios including the Transbay Corridor Core Capacity Program; develops a long-range forecast of the State of Good repair of the asset infrastructure; prepares professional, reports and analysis for District wide distribution.
3. Keeps abreast of emerging thought leadership regarding asset management and introduce new ideas into the BART Asset Management Program as appropriate.

4. Provides professional and complex administrative support to assigned Departmental management staff; develops, plans, organizes, directs and administers, reviews and evaluates complex programs and activities within area of assignment.
5. Makes recommendations for action and assists in the development and implementation of policies, procedures, goals and objectives; explains, justifies and defends asset management programs, policies and activities in assigned areas.
6. Conducts a variety of organizational, operational and analytical studies and investigations; recommends modifications to existing programs, policies and procedures as appropriate; prepares a variety of formal reports.
7. Assists in the direction, coordination and review of the work of staff and outside contractors; serves as liaison between departments and/or executive offices to ensure program project implementation.
8. Directs, coordinates and reviews the planning, development and implementation of contracts and administration of management procedures and internal control mechanisms; ensures the cost effective and efficient use of staff and resources in accomplishing goals and objectives.
9. Coordinates and/or ensures timely response to legislative, media and community requests.
10. Plans, prepares and coordinates the preparation of reports including recommendations to the Board of Directors, committees and other management staff.
11. Composes, compiles and prepares correspondence, reports and documents; reviews finished materials for completeness, accuracy and compliance with District policies and procedures; may oversee the maintenance of accurate records and files.
12. Serves as the liaison within the District and with outside agencies; provides solutions and methodologies for effective support to District operations; negotiates and resolves sensitive and controversial issues.

QUALIFICATIONS

Knowledge of:

- Construction Project Management
- Federal Transit Administration Capital Grants Program
- Operational characteristics of Asset Management specialty software
- Principles and practices of budget development
- Principles of Asset Management
- Methods and techniques of change management
- Professional office administration practices and procedures
- Methods and techniques of research and statistical analysis
- Principles and practices of project coordination and management
- Methods and techniques of policy analysis and development
- Principles of strategic planning

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- Current office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications
- Principles of business letter writing and report preparation
- Principles and procedures of filing and record keeping
- Principles and practices of business math, accounting and budgeting
- English usage, spelling, grammar and punctuation
- Related Federal, State and local codes, laws and regulations

Skill in:

- Administering the activities of an Asset Management Program
- Gathering, manipulating and using data utilizing a computer and other tools
- Applying qualitative and quantitative analytical methods and statistical analyses
- Developing, implementing, interpreting and applying department policies, procedures, goals and objectives
- Exercising sound independent judgment within general policy guidelines. Independently preparing correspondence and memoranda
- Planning, organizing and administering special projects and programs
- Planning, organizing and scheduling office priorities
- Researching, analyzing, compiling and summarizing a variety of materials
- Preparing and administering department budgets
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Responding to requests and inquiries from the general public
- Understanding the organization and function of a public agency
- Interpreting and explaining District policies and procedures
- Analyzing problems, identifying alternative solutions and making recommendations
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Communicating clearly and concisely, both orally and in writing

MINIMUM QUALIFICATIONS

Education:

Bachelor's Degree in Finance, Business Administration, Mathematics, Computer Science, or a related field from an accredited college or university. Project management certification preferred.

Experience:

Four (4) years of (full-time equivalent) verifiable professional experience in risk management, asset management or related experience.

Substitution:

Additional experience as outlined above may be substituted for the education on a year- for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

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Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group 0500 – Executives/Managers
Census Code: 0100 – Administrative Services Managers
Safety Sensitive: No