



## Selwyn Township Job Description

Position: <b>Asset Management Analyst</b>	Page: 1 of 3
Reports To: Manager of Financial Services	Date: October 2024
This Job Description is: ___ New ___ Existing <u>X</u> Revised	

### **Job Summary:**

Reporting to the Manager of Financial Services, acts as a team leader in the development, implementation, maintenance and improvement of the Township asset management plan and records of assets in accordance with PSAB 3150. Responsible for creating and maintaining long-term fully costed operations plans as it pertains to the Township's assets. Champions the development of lifecycle cost strategies and prepares lifecycle evaluations for capital assets.

### **Duties and Responsibilities:**

1. Responsible for the development, implementation, maintenance, improvement and communication of the Township asset management plan. This includes ongoing review of the Strategic Asset Management Policy.
2. Leads the coordination of meetings and tasks to ensure existing plans are maintained and updated, new assets are included, and replacement costs are adjusted. Conducts field inspections to research, gather, and verify data on municipal infrastructure managed by the Township.
3. Works with department managers to facilitate progress reporting and coordinate benchmarking of asset management practices. In conjunction with all departments, establishes risk management practices and performance measurement.
4. Continuously evaluates Township policies and procedures concerning asset management planning to ensure ongoing improvement and continued compliance with legislation through research of best practices and emerging trends.
5. Develops, coordinates communications and the training of staff, Council and others related to the Asset Management Program. Prepares reports and presentation material as required.
6. Reviews, updates and documents related protocols related to tangible capital assets. Maintains the capital asset registers and leads periodic review for determining useful service life, calculation of amortization and asset retirement obligations.
7. Analyzes vendor payments for capital projects and related funding through the preparation of capital asset working papers and recommends adjusting entries accordingly. Utilizes these working papers in support of annual grant reporting requirements.

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8. Ensures accuracy of all asset information in compliance with the Township's TCA policy, PSAB standards, legislation and practices. Continuously improves the Completeness and Confidence chart included in the Township's asset management plan.
9. Assists the Manger of Financial Services and Deputy Treasurer/ I.T. Coordinator with the annual and multi-year budget process, background facts, figures and estimates.
10. Assists the Management Team with asset related supporting materials to support grant applications.
11. Assists the Manager of Financial Services with research, review and preparation of Township By-laws, policies and procedures as it relates to Township assets and specific asset management principles.
12. Produces and maintains any forms, records, reports and correspondence as required.
13. Assists with the maintenance of the Financial Services records/archives specific to asset management and tangible capital assets.
14. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
15. Responsible to adhere to the Occupational Health & Safety Act and the Municipal Health & Safety Policy.
16. Performs other duties and carries out special projects as assigned.

**Supervision:**

This position does not require the incumbent to supervise and direct the work of other Township personnel.

This position acts as Team Leader for projects related to the documentation and implementation of the Township's asset management activities.

**Contacts:**

Internal: With the Manager of Financial Services, Deputy Treasurer/I.T. Coordinator, Management Team and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With vendors and suppliers to obtain information develop costing models and solve issues.

With Township contracted professionals, auditors, agencies and other stakeholders to provide and obtain information.

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With the general public to provide information, ensuring polite and tactful relations.

**Working Conditions:**

Exposure to a normal office environment. Visual and mental concentration with respect to detail (figures) and visual display terminal.

Occasionally required to travel to complete tasks, primarily within the Township.

**Job Knowledge:**

Post Secondary education in Business or a related discipline and at least three (3) years related experience.

Previous experience working in an asset management/project management/operations role is preferred.

Knowledge of financial planning including capital and operating budgeting. Knowledge of municipal financial reporting requirements considered an asset.

Knowledge in and ability to apply project management tools and methodologies.

Excellent knowledge of Microsoft Office (Excel, Power Point, and Word) and data management techniques. Knowledge of municipal accounting systems considered an asset.

Strong organizational and communication skills.

Proven ability to work in a team environment with individuals with a wide range of financial experience and knowledge.

**Key Competencies:**

- Accountability
- Analytical Thinking
- Communication
- Interpersonal Skills
- Leadership
- Organization & Planning
- Quality Orientation
- Team Work and Cooperation