

**VACANCY ANNOUNCEMENT**

<b>Job Title:</b> Asset Specialist	<b>Department:</b> Property Management
<b>Opening Date:</b> November 2022	<b>Closing Date:</b> Until Filled
<b>FLSA Status:</b> Regular Full-Time/Exempt	<b>Salary Range:</b>

**SUMMARY:** This position will be responsible for all facility items at both corporate and center locations. These items include coordination of all facilities functions on the support desk portal. The position will be responsible for overseeing contracts/purchase orders that are in-place for services such as cleaning/janitorial, electrical, locksmith, moves, pest control, and waste management services. Position will act as liaison for our sub-contractors requesting those services and following up on tickets to ensure all requests are completed in a timely manner. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** This job description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive. The employee may be required to perform or assume additional job-related responsibilities other than those stated in this job description.

- A. Oversees facility functions on support desk portal by answering and reviewing tickets that come in (daily).
- B. Ensuring contracts and purchase orders are in place for various support services.
- C. Supervising multidisciplinary teams of staff including cleaning and maintenance sub-contractors.
- D. Ensuring that facilities meet government regulations and environmental, health, and security standards.
- E. Procurement of various office supplies and or equipment necessary to maintain daily job functions.
- F. Maintains and determines the accuracy and reliability of agency asset records, such as funding source, make/model, serial number, and site. Ensures agency assets are accounted for properly.
- G. Overseeing building projects; moves/relocation, renovations and/or repairs.
- H. Assist in developing team and project budgets.
- I. May review and recommend proposals for goods and services.
- J. Helping business make decisions about leasing new space.

K. Assists in facility procedures and regulations to ensure products and services are properly budgeted completed timely. This may include preparing letters of instruction, manual revisions, and related forms as necessary.

M. May direct the maintenance of asset records in compliance with state and federal statutes, policies, and procedures.

N. May assist in planning facility management and administrative support work procedures. May provide guidance to others.

O. Performs related work as assigned.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities. The Asset Specialist is responsible to the Property Management/Procurement Manager and the Network Specialist III and works within established Workforce Solutions Greater Dallas, State, Federal and local guidelines and regulations. Work is performed under general supervision and guidance and is subject to prior assignment and review.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Experience in local or wide area network work. Graduation from an accredited four-year college or university with major coursework in computer science, management information systems, or a related field is generally preferred. Education and experience may be substituted for one another.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from group of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:** Ability to comprehend and apply principles of modern algebra, and statistical theory.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Knowledge of network facilities; personal computer hardware and software; network operating system and security software; and performance monitoring and capacity management tools. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. **Knowledge/Skills/Abilities to:** Ability to recognize, analyze, and resolve specific network problems; and to communicate at a highly

professional level with all staff levels in both oral and written forms; prepare complex documents and reports, manage time and organize work to meet agency and legal deadlines; use computer software such as Microsoft Office products Word, Excel software a plus, other software as needed to perform job functions.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**TRAVEL:** Travel maybe required approximately 65% or more of work time. Must possess own method of transportation.

**TO APPLY:** email ([hr@wfsdallas.com](mailto:hr@wfsdallas.com)) or [bstein@wfsdallas.com](mailto:bstein@wfsdallas.com) resume and salary requirement to: Workforce Solutions Greater Dallas, ATTN: H.R. Department, 500 N. Akard Street, Suite 3030, Dallas, TX 75201. You may also apply via [www.workintexas.com](http://www.workintexas.com) Job Number **15655119**. Applicants who are invited to interview for the position will be required to also complete an employment application. Information contained in resumes and letters of application is subject to verification by Workforce Solutions Greater Dallas. Workforce Solutions Greater Dallas is an EEO/AA/Drug Free Workplace Employer and complies fully with the Americans with Disabilities Act (ADA). Auxiliary aids and services are available upon request to individuals with disabilities. WFSDallas is a proud partner of the American Job Center Network and an EEO/AA/ADA Employer. 100% of paid costs would be from Federal Funds.