

## Job Details

<b>Job Title</b>	Asset Management & Grant Coordinator
<b>Department</b>	Finance
<b>Classification</b>	Union – CUPE Local 118
<b>Date of Last Revision</b>	March 2021
<b>Term</b>	Permanent Full-time

## Job Description

### Summary

Under the direction of the Chief Financial Officer, this position is responsible for the management of the Alberni-Clayoquot Regional District (ACRD) Asset Management Program. This position will lead the maintenance of corporate asset management policies and procedures as well as strategic objectives to ensure decision making across the ACRD is consistent, sustainable and measurable. This position is also responsible for sourcing, applying for and administering all grant funding programs for the Regional District. The position works collectively with all employees of the ACRD to ensure the delivery of efficient, quality services.

### Duties and Responsibilities

The following are examples of the types of work associated with this position. Other activities may be assigned.

#### *Asset Management*

- Handles all aspects of the program maintenance including research, report writing, policy development, and liaison with elected officials and committees.
- Maintain and update the asset management strategy, working with internal and external stakeholder and resources to build capacity for asset management planning and maintain a strong internal knowledge base.
- Establish, maintain and update the inventory of assets, including inventory of their relative condition and exposure to risk.
- Work with departments for appropriate data collection and analysis and jointly maintain strategic asset management plans with stakeholders that will guide multi-year capital plans.
- Coordinate condition assessments when appropriate.
- Assist the Chief Financial Officer in the development of a Long-term Financial Plan.
- Maintain and update the asset management policies and procedures that help to ensure

the integrity and financial accountability for the acquisition and disposition of Regional District assets.

- Calculate funding requirements to provide for long-term maintenance and replacement of capital assets based on service level assumptions, condition assessment data and other relevant information.
- Support managers and others in instructing consultants in relation to condition assessments and other Asset Management related consultants.
- Provide proactive strategic advice to the Chief Financial Officer and staff on critical issues, risk mitigation opportunities and recommend contingency plans.
- Ensures the Regional District is conducting Asset Management procedures based on current best practices as they fit with the ACRD.

#### *Grant Administration*

- Researching, initiating and monitoring funding opportunities, grants and proposals, bringing options forward to the organization that meet the long and short-term corporate strategies for communities and the ACRD as a whole.
- Prepare applications for various grant programs and provide support to other departments to help ensure applications are compliant with grant program requirements.
- Administers ACRD grant-funding agreements, including reporting and budgeting.
- Create and maintain a list of all grants the ACRD has applied for, including successful grants, deadlines and tracking.
- Coordinates Community Works Funding by conducting initial evaluations of funding requests from non-governmental organizations and other local government authorities and makes recommendations regarding eligibility; drafts funding approval reports and initiatives including annual reporting related to eligible costs; drafts contribution agreements for review; oversees contract compliance and escalating concerns, as required; reviews invoices and reconciles project costs.

#### *General Duties*

- Assist the public with inquiries.
- Prepare correspondence, reports and memoranda as required.
- Liaise with internal and external contacts.

### **Supervision**

*Immediate Supervisor* – Chief Financial Officer

*Indirect Reports to this position* – Assistant Accountant, Accounting Clerk

*This position is responsible for the following:*

- Provide guidance, instruction and direction to others
- Schedule and coordinate the work of others
- Train and develop others

### **Authority and Decision Making**

#### *Problem solving*

- Maintain and update procedures to coordinate asset management activities and records with other relevant departments and agencies.
- Develop procedures for management of ACRD grant and funding applications
- Ability to analyze and evaluate accounting and auditing problems and to develop solutions.
- Address public concerns with service levels and safety.

#### *Job task planning*

- Management of time and prioritizing of workload according to deadlines.
- The worker, subject to confirmation or approval by superiors, sets work priorities.
- Disruptions occur but can return to work plan after disruption, no new work plan is required.
- Some coordination of work plan with the work plans of others required to schedule access to shared tools and equipment, for example.
- Sequences multiple tasks for efficiency.

#### *Decision Making*

- Exercise independent judgement in completing assigned tasks in accordance with Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Board (PSAB) standards.
- Errors has some minor consequences but can be rectified with some minor work.
- Decisions can be reversed with some inconvenience or difficulty; decision is reversible but options are reduced.
- All information relevant to the decision is known.
- Set procedure or decision tree to follow but there are grounds for exceptions that may require some discretion or interpretation.
- Need to consider several well defined factors to make an appropriate decision in cases where the consequence of error is low; may involve using technical knowledge.
- Exercising professional judgement when defining capital as renewal or upgrade and ability to break down assets to the component level.

#### *Budgetary Authority*

- As per Board policy

### **Coverage for this Position**

- Covers this position – Chief Financial Officer

## Job Specifications

### Education/Training

- Completion of Grade 12
- In Capstone level of the Certified Professional Accountants (CPA) program (or equivalent certified accounting designation) or Bachelor’s Degree in commerce or business.

### Experience

- Minimum of 2 years of increasingly responsible relevant experience, preferably including experience in local or regional government, OR
- Equivalent combination of education and experience
- Previous, general experience working in asset management in a local government setting would be an asset
- Previous accounting/ forecasting experience with capital assets and capital projects, capitalizations, work in progress, depreciation calculation, and useful life revaluations.

### Occupational Certificates, Licenses, Professional Designations or Registrations

- Valid Class 5 BC Driver’s License

### Knowledge

Some	
Working	
Considerable	<ul style="list-style-type: none"> <li>• Local government operations</li> <li>• Local Government Act, Community Charter and related statutes, laws, regulations and precedents respecting civic government, with specific emphasis on financial implications.</li> </ul>
Extensive	<ul style="list-style-type: none"> <li>• Sound understanding of the principles of asset management</li> <li>• Thorough knowledge of accounting and auditing theory, principles, practices and procedures as well as the recommendations of the Public Sector Accounting Board.</li> <li>• Advanced level proficiency with Microsoft Excel, Microsoft Word and accounting software (preferably Vadim computer group)</li> </ul>

### Skills and Abilities

#### *Abilities*

- A sound understanding of the principles of asset management
- Knowledge of funding application processes, reports and grants including experience in interpreting standards and qualification criteria of government funding programs
- Understand and interpret legislation, bylaws, and other statutory requirements
- Understand and follow oral and written instructions
- Establish and maintain working relationships with internal and external contacts

- Work with minimal supervision
- Apply the ACRD bylaws, policies and procedures as they pertain to financial operations.
- Prioritize tasks, interpret information and meet tight deadlines.
- Solid understanding of the accounting life cycle concepts and accounting for capital projects.

#### *Literacy and Communication Skills*

- Reading Complexity and Comprehension— read and understand material such as very specialized documents and technical manuals, interpret dense and complex texts, make high level inferences and use specialized knowledge
- Writing – standard memos, letters or detail forms, progress reports, procedures, non-standards letters, reports to the Board , and specialized or technical reports
- Mathematical –operations such whole number, decimals, rounding, percentage operations and conversion, fraction operations, converting numbers expressed in one form to a different form, positive and negative numbers, ratios and averages, basic algebra, and order of operations, exponents.

#### *Computer Skills – the following types of programs*

- Communication software such as emails, calendars and contact lists
- Word processing programs
- Spreadsheets
- Accounting programs (experience with Vadim computer group an asset)

#### *Interpersonal Skills*

- Strong leadership skills and the ability to lead change, introduce new concepts, and appropriately recruit the help of leadership to accomplish change.
- Explain and exchange information with auditors, contractors, suppliers, elected officials, employees within the organization, the public, professionals and representatives of other levels of governments or organizations, salesperson and volunteers
- Courteously handle complaints from the public
- Work in a cooperative and courteous manner