**Exhibit # 1: Asset Management Program Staff**

Program staff is tasked with leading the development of asset management initiatives, strategic infrastructure programs, and the coordination of those programs, through the capital budget process.

Key responsibilities include:

* The development of strategic infrastructure programs for roads, bridges, stormwater, wastewater, building inspection, permits, capital projects, planning, survey, transportation, parks, solid waste, emergency management, and department facilities;
* Coordinating county-wide condition assessment of surface and subsurface assets;
* Monitoring life-cycle trends and deterioration models;
* Identifying and monitoring the operational, economic, risk and financial impacts of various program methodologies;
* Forecasting and scheduling of rehabilitation and reconstruction activities;
* Developing an integrated 5-year detailed budget for each division and/or program;
* Developing a 10-20 year long range projected budget for each division and/or program;
* Coordinating capital budget submissions from all other divisions;
* Delivering a complete capital budget submission to the Director on an annual basis;
* Developing strategic reporting and communication of infrastructure issues through annual “State of the Infrastructure” reports and asset report cards.

Each division within the department compliments the centralized asset management function by taking on responsibility for various aspects of infrastructure operations, planning and renewal and contributing to the budgeting process.

**Skills & Qualifications:**

Interdisciplinary

**Staff Requirements:**

Program Supervisor

Project Manager (Program Coordinator)

GIS Analyst 2+

Programmer Analyst 3

Department Specialist 3

Communication Specialists

Field Crew (3-4 engineering techs ?)

**Support Staff**

Point-of-contact person for each division (and/or sub-division, as needed) and IT.

* Assemble an AM Pre-Program Development Team
  + Small group of specialized personnel
    - to ascertain the current state of the county in terms of assets and associated data,
    - to perform a gap analysis, and
    - to determine the departments needs for an enterprise system (in order to get cost estimates)