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Fixed Asset Manager

JOB CODE	JOB FAMILY	PROFILE
JCM211	**Financial Services**	**Fixed Asset Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**February 14, 2026**

The Fixed Asset Manager coordinates and supervises the County's fixed assets and capital outlay program. This position is responsible for planning, recommending, and monitoring policies and procedures related to material handling, asset controls, source selection, forecasting, and surplus disposition.

Job Description

DUTIES AND RESPONSIBILITIES

- Coordinate and supervise annual on-site and semi-annual departmental physical inventories of capital outlay and fixed assets across all County departments. Provide documentation and guidance for follow-up verification procedures to locate or report unlocated assets. Submit completed inventory results to the Deputy County Manager for Budget and Finance and the Accounting Director for appropriate action and general ledger adjustments.
- Establish, implement, and monitor inventory and asset control procedures to ensure compliance with County and State rules and regulations regarding capital assets.
- Use database systems to track the acquisition, receipt, and disposition of capital outlay and fixed assets. Provide on-demand reports for the Budget and Finance Division as needed for audit purposes. Train Fixed Asset staff and department personnel on database use and asset tracking procedures.
- Coordinate and oversee the surplus property process, including declarations, sales, and revenue collection for items sold to government entities and the public. Ensure proper handling and reporting of sale proceeds through the Budget and Finance Division.

- Develop and maintain internal and external websites to advertise available surplus property, equipment, and vehicles for use within the County or by external governmental agencies.
- Support the Budget and Finance Division with the implementation and compliance of GASB-34 infrastructure reporting, including asset identification and tracking.
- Oversee the barcode tagging program, including researching and recommending hardware and software solutions to improve asset tracking and reporting capabilities.
- Conduct formal training sessions and presentations for County departments on fixed asset policies, departmental liaison roles, and applicable compliance requirements.
- Assist the Purchasing Office in drafting specifications, establishing, monitoring, and renewing auction contracts for surplus property disposition.
- Coordinate and manage the acquisition and distribution of vehicle licenses, titles, certificates of origin, and registration documents through the New Mexico Motor Vehicle Division. Maintain active and inactive vehicle files for all County-owned vehicles.
- Supervise staff by assigning work, conducting performance evaluations, providing coaching and disciplinary actions, resolving employee concerns, and making recommendations regarding hiring, termination, and promotion decisions.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Accounting, Finance, Business Administration, or a related field.
- Five (5) years of work experience in one of the areas listed.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

- Employee must be physically able to lift 70lbs.

WORKING CONDITIONS

- Duties are performed primarily indoors, estimated at 80%.
- Indoor duties are performed in a temperature-controlled environment.
- Typically, indoor duties are performed on an even surface, which may be concrete, tile or carpet.
- Outdoor duties may be performed on uneven surfaces and asphalt within the City and County and possibly off-road locations.
- Work hazards or potential work hazards include climbing of ladders, heavy lifting, operating a forklift and other vehicles and equipment inherent in work performed in a warehouse environment.
- Works under minimum supervision.

EQUIPMENT, TOOLS AND MATERIALS

- Equipment typically used includes a telephone, computer, typewriter, photocopier, fax machine, and calculator.
- Materials handled include files, forms, reports, various paperwork, and a range of basic office supplies.
- Work aids include ladders, two-wheel dollies, four-wheel carts, forklifts, pallet jacks, and barrel dollies.
- Employee may operate an automobile, van, light truck, or forklift during work-related activities.
- Employee processes a variety of surplus items, including furniture, vehicles, equipment, and accessories.