



PROPERTY MANAGER I

2.760

Duties Summary:

Receives training and assists in a trainee capacity in activities pertaining to the management of real properties and facilities; and performs other related duties as required.

Distinguishing Characteristics:

This is the entry trainee level class where an incumbent receives training in the principles and practices, theories, methods and techniques of real property management and the basic techniques of negotiating for the leasing of real properties. An incumbent receives orientation with respect to policies and objectives, and administrative and technical regulations, procedures and techniques applicable to the work.

An incumbent of a position in this class contributes to the productive output of the program to which assigned, working under close supervision and receiving detailed written and oral instructions with each assignment.

Specific instructions as to the information to be obtained and procedures and work methods to be followed are outlined at the time each assignment is made. Assistance of higher grade property managers is readily available at all times for solution of problems and work is frequently checked during progress. Completed work is thoroughly reviewed for adequacy, accuracy of findings and adherence to instructions. Progress is frequently evaluated to determine an employee's potential for higher-level work.

Examples of Duties:

Typical, but not all inclusive, examples of work are:

Accompanies higher-level property manager on field trips; works with higher-level property managers in securing necessary information and data; prepares and checks simple legal descriptions of real estate; accompanies higher-level property managers on visits to real estate offices, title companies, etc., to learn interviewing techniques, sources and methods of securing information and data to be obtained; assists higher-level property managers in obtaining pertinent and factual data on

rentals and sales of properties and the range of valuations; assembles and compiles data for use by others; assembles facts as requested by higher-level property managers from available files and records; prepares correspondence as required; assists in the preparation of staff appraisals for renegotiation of leases and the review of appraisal reports rendered by fee appraisers by checking accuracy of arithmetical computations and factual data; accompanies higher-level property managers in negotiations and meetings with prospective tenants and/or their authorized representatives; assists with the clerical preparation and processing of pertinent documents used in negotiation activities; assists in the management of real properties by accompanying higher-level property managers in checking the condition of the properties and compliance with the covenants and conditions of the permit or lease.

Knowledge and Abilities Required:

Knowledge of: Arithmetic; report writing.

Ability to: Learn the purposes, methods and techniques of real property management and appraisal; perform arithmetic computations accurately; write clearly and concisely; organize and present data in tabular and narrative forms; meet and deal effectively with the tenants and the general public.

PROPERTY MANAGER II

2.762

Duties Summary:

Receives advanced training and assists in an advanced trainee capacity in activities pertaining to the management of real properties and facilities; and performs other related duties as required.

Distinguishing Characteristics:

This class reflects the advanced trainee level through which the trainee advances as part of his progression to performance as an independent worker. An incumbent of this class receives advanced training in and applies the principles, practices, methods and techniques of property management in the management of real properties and facilities.

The simple and/or recurring assignments are performed under general supervision but each new or more difficult assignment is performed under close supervision with detailed written or oral instructions. In any case, completed work is thoroughly reviewed for adequacy, accuracy and adherence to instructions. Progress is frequently evaluated to determine an employee's potential for higher-level work.

Examples of Duties:

Typical, but not all inclusive, examples of work are:

Accompanies higher-level property managers on visits to real estate offices, title companies, etc., or independently obtains information which is simple and/or clearly indicated; prepares and checks simple legal descriptions of real estate; assists higher-level property managers by obtaining pertinent and factual data independently; collects and records information relating to rentals and sales, types of property and range of valuation; assembles and compiles data for use by others; assembles facts as requested by higher-level property managers from available files and records; prepares correspondence as requested; accompanies higher-level property managers involved in negotiations for the disposition of real property and/or facilities; may perform simple real property management functions including appraisals as assigned; assists higher-level property managers in making periodic inspections of the properties and facilities and recommends appropriate action where necessary; may interview applicants and recommend rental schedule.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the lower level:

Knowledge of: Basic methods of appraising and managing real property; laws pertaining to the disposition and use of the property or facility.

Ability to: Apply simple methods and techniques of real property management and appraisal; read maps and blueprints.

PROPERTY MANAGER III

2.764

Duties Summary:

Independently performs a variety of work of average scope and complexity in the management of real properties and facilities; and performs other related duties as required.

Distinguishing Characteristics:

This class reflects responsibility for independently performing work of average scope and complexity in the management of real properties and facilities. Work assignments of average scope and complexity are characterized by: (1) ready access to comparison data; (2) availability of sufficient data to analyze and make recommendations; (3) controversial problems are not present. Work assignments described as typical of this level are usually performed under general supervision, with the incumbent's recommendations normally being accepted. More complex assignments typical of the next higher level may be performed by a position in this class with closer supervision, review and assistance readily available from a higher-level property manager.

Examples of Duties:

Typical, but not all inclusive examples of work are:

Responsible for property management functions of average scope and complexity; gathers background information; obtains and compiles comparison data on rental and sales, lease terms and conditions, etc.; solicits and negotiates the leasing of properties, buildings and facilities where there are generally no real complex problems; screen prospective tenants and review applications for conformity to existing laws and compatibility with program plans; discusses terms and conditions with prospective tenants, lessors, etc.; reports to higher-level managers on negotiations and recommends appropriate action; inspects the premises of concessionaires and other lessee operations for compliance with the covenants and conditions of the contract agreement; prepares reports on all noncompliance and makes appropriate follow-up as directed; reports all other findings to appropriate personnel; reviews appraisal reports and recommends appropriate actions; keeps appropriate records and files; prepares reports and other materials as requested.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the lower levels:

Knowledge of: Principles and practices of real estate appraising and property management; legal documents and instruments pertaining to real property management sources of appraisal data; report writing; pertinent laws, precedent decisions and departmental instructions.

Ability to: Perform real property management and negotiation work of average scope and difficulty; gather, organize and analyze pertinent data; analyze and develop lease terms and conditions for assignments of average scope and difficulty; meet and deal effectively with others especially in negotiating and obtaining compliance with contract agreements; prepare clear and concise reports.

PROPERTY MANAGER IV

2.766

Duties Summary:

Performs the full range of work in the management of real properties and facilities, which regularly encompasses work of a complex nature; may supervise lower-level property managers; and performs other related duties as required.

Distinguishing Characteristics:

This class reflects the fully competent property manager who regularly performs work of a complex nature, in the management of real properties and facilities. Complex assignments are generally those which (1) have unique features, 2) lack adequate and/or comparison data, (3) require much researching for any information which may be available, and are therefore (4) open to much negotiation.

Examples of Duties:

Typical, but not all inclusive, examples of work are:

Responsible for property management functions which regularly include assignments of a complex nature; obtains and compiles data on lease terms and conditions pertaining to comparable or

similar properties; solicits, promotes and negotiates the disposition and/or leasing of properties, buildings and facilities; screens prospective tenants and reviews applications for conformity to existing laws and compatibility with program plans; drafts terms, covenants and conditions of agreements; reports on negotiations and makes recommendations for appropriate actions; may conduct public auctions for the sale of leases, etc.; prepares submittals to the Land Board for the disposition of properties; inspects the premises of the lessee for compliance with the conditions of lease agreements and/or permits; prepares reports on non-compliance with contract agreements and makes appropriate follow-up as directed; receives complaints from tenants regarding maintenance and repair services and reports findings and refers problems to appropriate personnel; reviews appraisal reports and recommends appropriate actions; reviews all agreements and inventories to insure propriety of tenancies and that fair and reasonable returns are obtained; alerts supervisor to timely lease renegotiations and agreement expirations; keeps appropriate records and files; prepares reports and other materials as requested; may supervise lower-level property managers.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the lower levels:

Knowledge of: Thorough knowledge of the principles and practices of appraising and property management.

Ability to: Perform the full range of real property management and negotiation work; analyze and develop lease conditions and terms for all types of properties.