Property Manager

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
PROPERTY MANAGER I	1990	B18	$45,521 - $71,055
PROPERTY MANAGER II	1992	B20	$51,158 - $81,351
PROPERTY MANAGER III	1994	B22	$57,614 - $93,138
PROPERTY MANAGER IV	1995	B24	$65,104 - $106,634

GENERAL DESCRIPTION

Performs property management work involving managing and coordinating property operations, maintenance, and administrative functions.

EXAMPLES OF WORK PERFORMED

Plans, schedules, manages, monitors, and coordinates general maintenance, major repairs, and remodeling or construction projects.

Negotiates, develops, and prepares leases, permits, contracts, and other property agreements.

Inspects properties to ensure that they are safe and to determine the need for maintenance or repairs.

Maintains records of property agreements, general maintenance, major repairs, and remodeling or construction projects.

Purchases building and maintenance supplies, equipment, or furniture.

Trains staff on building maintenance, operations, groundskeeping, painting, carpentry, and security services.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between the journey levels include the degree of independence in performing the work, the complexity of the work, the scope of responsibility, and the employee's related experience, education, and certifications. Employees at the journey levels may independently perform the full range of work listed in the examples or may assist others in that work.*

PROPERTY MANAGER I: Performs routine (journey-level) property management work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard. Employees may also routinely assist others in performing work of greater complexity.

PROPERTY MANAGER II: Performs complex (journey-level) property management work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous level and may;

- Solicit bids for maintenance contractors and construction projects.
- Participate in the selection of contractors.

Note*: Any senior-level employee (levels III-IV) can serve in a lead or supervisory role. Senior-level employees may perform the full range of work identified in the levels preceding their own and/or may oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the size and complexity of managing property operations, and the employee's related experience, education, and certifications.*

PROPERTY MANAGER III: Performs advanced (senior-level) property management work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Manage and evaluate property management services and records.
- Review the preparation of and/or prepare financial statements and periodic reports on the status of various properties, lease expirations, and related matters.
- Evaluate service contract requirements.
- Develop and administer operating budgets.

PROPERTY MANAGER IV: Performs highly advanced (senior-level) property management work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may direct and manage property operations, maintenance, and administrative functions.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of principles and practices of property management and applicable federal, state, and local laws and regulations.
- Ability to negotiate, develop, and prepare property agreements and to communicate effectively.

Additional for Property Manager III – IV levels

- Ability to oversee and/or supervise the work of others.