



Property Manager I

Salary Group: B17

Class Code: 1990

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PROPERTY MANAGER I	1990	B17	\$36,976 - \$58,399
PROPERTY MANAGER II	1992	B19	\$42,244 - \$68,960
PROPERTY MANAGER III	1994	B21	\$48,278 - \$78,953
PROPERTY MANAGER IV	1995	B23	\$55,184 - \$90,393

GENERAL DESCRIPTION

Performs routine (journey-level) property management work. Work involves managing and coordinating property operations, maintenance, and administrative functions. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans, schedules, manages, monitors, and coordinates general maintenance of property, 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.

Assists in the preparation and monitoring of operating budgets.

May assist with the preparation of financial statements and periodic reports on the status of various properties, lease expirations, and related matters.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in property management work. Graduation from an accredited four-year college or university with major coursework in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles and practices of property management, and of applicable federal, state, and local laws and regulations.

Ability to negotiate, develop, and prepare property agreements; and to communicate effectively.