



# Property Manager III

Salary Group: B21

Class Code: 1994

<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
<b>PROPERTY MANAGER III</b>	<b>1994</b>	<b>B21</b>	<b>\$48,278 - \$78,953</b>
PROPERTY MANAGER IV	1995	B23	\$55,184 - \$90,393

## GENERAL DESCRIPTION

Performs advanced (senior-level) property management work. Work involves managing and coordinating property operations, maintenance, and administrative functions. May supervise the work of others. Works under limited supervision, with considerable 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, fire and safety inspections, and remodeling or construction projects.

Coordinates the negotiation, development, evaluation, and management of leases, permits, contracts, and other property agreements.

Coordinates the purchasing of and/or purchases building and maintenance supplies, equipment, or furniture.

Coordinates the solicitation of and/or solicits bids for maintenance contractors and construction projects.

Coordinates the selection of contractors, and negotiates and manages vendor contracts.

Manages and evaluates property management services and records.

Reviews the preparation of and/or prepares financial statements and periodic reports on the status of various properties, lease expirations, and related matters.

Evaluates service contract requirements.

Develops and administers operating budgets.

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

May supervise the work of others.

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, to communicate effectively, and to supervise the work of others.