



Property Manager IV

Salary Group: B23

Class Code: 1995

<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 highly advanced (senior-level) property management work. Work involves directing and managing property operations, maintenance, and administrative functions. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

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

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

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

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

Oversees the selection of contractors.

Manages, evaluates, and/or coordinates property management services and records.

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

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; of contract and procurement regulations; of negotiating vendor contracts; 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.