

CLASS SPECIFICATION
Property Acquisition and Services Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, manages and administers the operations and maintenance of City-owned properties and facilities; negotiates and manages leases for the City as tenant in non-City-owned property; advises and participates in the sale of City-owned real properties; negotiates and manages leases of City-owned real property by non-City tenants; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This advanced professional-level class has responsibility for the overall management and maintenance of a large portfolio of City-owned real properties. This class is responsible for negotiating and purchasing real property and for leasing real property required by City bureaus. Managed properties include those occupied by City bureaus, non-City tenants and those used for temporary or special events.

Responsibilities are broad in scope, allow for a high degree of program and administrative discretion and are evaluated in terms of overall program and cost effectiveness. The work of this class is complex and involves significant accountability and decision-making responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Researches and investigates legal and other issues regarding potential sites, such as value, ownership, environment, zoning and various types of encumbrances.
5. Prepares contracts for appraisal and environmental review, orders and reviews preliminary title reports, reviews closing documents with City Attorney and ensures all documents are accurate and handled as required; distributes and files acquisition documents as appropriate.
6. Directs and participates in the development, implementation and administration of programs, policies, procedures and guidelines pertaining to the management, operation and maintenance of City-owned real properties.
7. Directs and participates in the negotiation of leases, rental agreements, permits and easements for City-owned real properties; administers leases, rental agreements and permits to ensure compliance with terms and conditions.
8. Reviews rental revenue records to ensure compliance with lease and rental agreement terms and conditions.
9. Manages and participates in the acquisition and sale of real property; retains real estate appraisers, reviews property tax and other data sources to determine market value of real property for purchase or sale; advises City officials and managers regarding real property values.
10. Directs through subordinate supervisors the work of maintenance crews and personnel and the scheduling and dispatching of the crews and personnel; oversees and coordinates the division's automated work order system for facilities maintenance; manages the capital improvement planning and budgeting program for city buildings; plans and develops sustainable practices for division. (This statement was moved from "Other Duties" section and wording was added.)
11. Manages building security, develops security policies and procedures, conducts risk/vulnerability assessments and makes recommendations for enhancing security measures to limit threat due to internal and external work place violence possibilities.
12. Coordinates tenant improvements and construction projects with appropriate City staff.
13. Prepares revenue estimates for financial projections in assigned area.
14. Plans, negotiates and administers custodial, elevator maintenance, security and related service contracts for assigned facilities; inspects and reviews work performed by contractors to ensure compliance with contract provisions and City policies, procedures and standards; reviews and approves contractor invoices.
15. Directs the development and implementation of standards and guidelines for the maintenance and custodial care of assigned properties.
16. Participates in the development of marketing strategies and special events for assigned properties.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Property management principles, methods and practices.

2. Legal aspects of real estate leases and rental agreements.
3. Local, state and federal laws, codes and regulations pertaining to the acquisition and disposition of real property.
4. Principles and practices of the maintenance and renovation of a variety of buildings and structures.
5. Building security procedure, systems and legal issues.
6. Administrative principles and methods including goal setting, program development and implementation, and human resource management.
7. Principles and practices of budget development and administration.
8. Safety regulations, safe work practices and safety equipment related to the work.
9. Codes, regulations and guidelines pertaining to the work.
10. Computer applications related to the work.
11. Capital improvement planning and budgeting.
12. Sustainable practices in building and property maintenance.

Ability to:

1. Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas.
2. Understand, interpret, explain and apply City policy and procedures governing assigned areas of responsibility.
3. Manage and direct a large property management program including prioritizing capital projects.
4. Represent the City effectively in negotiations.
5. Select, motivate and evaluate staff and provide for their training and development.
6. Prepare, administer and monitor a division budget.
7. Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
8. Develop and implement goals, objectives, policies, procedures, work standards and management controls.
9. Present proposals and recommendations clearly and logically in management or public meetings.
10. Prepare clear and concise records, reports, correspondence and other written materials.
11. Exercise independent judgment and initiative within general policy guidelines.
12. Establish and maintain effective working relationships with those encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, or a closely related field; and at least three years of progressively responsible experience managing a large property management program; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0968 PROGRAM MANAGER I. Adopted: 07-01-92

0970 PROGRAM MANAGER II. Adopted: 07-01-92

Revised: 03-02-04 (updated content to reflect organizational changes)

June 2009 - Change Job Class number from 7678 to 30000698, due to system change.