

## PROPERTY MANAGER

**PURPOSE:** Plan, direct, and evaluate property management operations.

### FUNCTIONAL AREAS:

1. Plan, direct and evaluate operations of the Facilities Management Division.
  - \* A. Determine long- and short-range goals and objectives within budgetary constraints.
  - \* B. Develop, implement, and monitor policies, programs, and/or management plans to carry out goals and objectives.
  - \* C. Receive, prioritize and assign project requests.
  - \* D. Research, recommend, and implement energy conservation and sustainability initiatives in City-owned real property.
  - \* E. Coordinate and direct the acquisition and disposal of City-owned buildings, property and vehicles.
  - \* F. Direct overall physical operations of City-owned buildings and grounds, including all capital improvement projects.
  - \* G. Coordinate projects to insure consistent procedures, quality design and effective controls.
  - \* H. Establish procedures to audit, monitor and evaluate the Division's activities for proper fiscal practices, adherence to grant provisions, and other legal or policy requirements.
  - \* I. Consolidate all property management functions into one organizational unit and establish key staff positions.
  - \* J. Write reports and recommend actions to administrators, committees, and other agencies or government units.
  - \* K. Negotiate and recommend administrative approval of contract agreements, and enforce their provisions.
  
2. Supervise division personnel.
  - \* A. Prioritize work requests and assign projects to appropriate personnel.
  - \* B. Establish procedures and set work standards for subordinates.
  - \* C. Delegate assignments to subordinates.
  - \* D. Effectively recommend the hiring, transfer, suspension or discharge of subordinate personnel.
  - \* E. Provide for the training, supervision, evaluation, reward and discipline of division personnel.
  - \* F. Effectively recommend adjustments or other actions in employee grievances.
  - \* G. Solve problems as directed by City Administration.
  
3. Perform other duties as assigned
  - \* A. Coordinate activities with other departments and outside agencies.

- \* B. Meet with citizen and interest groups to explain work activities and answer questions.
- \* C. Represent the Division and, when requested, the Department at City Council meetings, at legislative hearings, and to public officials.
- \* D. Monitor accounting and bookkeeping systems, and other office and administrative functions.
- \* E. Monitor budget and approve purchases of supplies, parts, equipment, etc., for Division use.
- \* F. Ensure compliance with City and Department policy and with bargaining agreements.

### **JOB REQUIREMENTS**

#### **Education and Experience Requirements:**

- \* A. Three (3) years of experience as the chief administrator for a property/facilities management program similar in size and complexity to that of the City of Duluth; or
- \* B. Five (5) years of experience in a property/facilities management program similar in size and complexity to that of the City of Duluth, two (2) years of which must be at the level of principal assistant to the chief administrator, or its equivalent.

#### **Knowledge Requirements:**

- \* A. Knowledge of accepted public administration, personnel, supervisory and fiscal principles and practices.
- \* B. Knowledge of project analysis, planning, implementation and evaluation principles and practices.
- \* C. Considerable knowledge of energy management/conservation techniques.
- \* D. Considerable knowledge of building construction and maintenance procedures.
- \* E. Knowledge of management information systems and principles of data processing.
- \* F. Knowledge of property asset management principles and practices.
- \* G. Knowledge of subject matter necessary to obtain a Minnesota real estate salesperson's license.
- \* H. Basic knowledge of business law.
- \* I. Knowledge of local, state and federal laws and regulations related to Division programs and activities.

#### **Skill Requirements:**

- \* A. Skill in cost-effective methods of managing and administering real property.

- \* B. Skill in capital improvement planning, programming, and management.
- \* C. Skill in applying the principles used for acquisition and disposal of real property.
- \* D. Skill in using different cost-estimating techniques for construction and improvement projects.

Ability Requirements:

- \* A. Ability to evaluate and analyze operations and procedures.
- \* B. Ability to interpret and analyze data and Statistics.
- \* C. Ability to develop organize and present ideas and recommendations clearly and concisely in written and oral forms.
- \* D. Ability to establish and maintain effective working relationships with the general public, staff members, City administrators and private business representatives.
- \* E. Ability to assign, supervise and evaluate the training and work of subordinates.
- \* F. Ability to report to work in response to emergency conditions.
- \* G. Ability to frequently lifting or carrying objects weighing up to 10 pounds.

Anlst: JA	Class: 1337	Union: CDSA	Pay: 1125-1135	CSB: 20080603
CC: 20080619	Res: 08-0390R	EEOC: Official/Administrator	EEOF: Admin/Finance	WC: 9015