



Midpeninsula Regional Open Space District

PROPERTY MANAGEMENT SPECIALIST I/II

DEFINITION

Under direct supervision, performs a variety of routine to complex tasks related to Property Management. Works in the Land and Facilities Services Department on management of the District's rental and leased land programs, including negotiating lease agreements, coordinating the work of contractors, District staff, and tenants and lessees involved in the maintenance, construction and repair of infrastructure on District properties; conducts studies, including lease rate market reviews; performs varied technical support work for the Property Management program such as service coordination, word processing, data entry, report preparation, records management, and develops recommendations for actions, policies, and procedures; conducts work order processing; responds to requests and inquiries from residents and the public and provides information as necessary; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Senior Property Management Specialist. Exercises no direct supervision over staff. May provide technical and functional direction over lower-level staff, interns, and/or volunteers.

CLASS CHARACTERISTICS

Property Management Specialist I: This is the entry-level class in the Property Management Specialist series. Incumbents at this level are expected to have limited work experience. Assignments are generally limited in scope and set within procedural frameworks established by higher-level positions. As experience is gained, assignments become more varied and are performed with increasing independence. This class is distinguished from the Property Management Specialist II classification in that the latter is the first fully experienced classification capable of working independently on individually assigned property management projects, whereas this class is typically assigned to small scale projects or to support larger scale projects that are managed by more experienced property management staff.

Property Management Specialist II: This is the journey-level classification in the Property Management Specialist series responsible for performing the full range of duties required to plan, develop, and coordinate the District's property management programs. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department. Successful performance of the work requires coordinating work with other District departments and public agencies as well as frequent interaction with tenants, landowners, contractors, consultants, and the general public. This class is distinguished from Senior Property Management Specialist in that the latter provides lead direction to property management staff and/or advanced specialized expertise in property management issues that is applied to the administration and management of large, complex, and diverse projects or a focused area of responsibility.

Positions in the Property Management Specialist I and II series are flexibly staffed based on skill and experience. Advancement from the I level to the II level requires at least two (2) years of experience at the I level and after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF ESSENTIAL FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of routine to complex professional property and land management activities involved in the use, management, maintenance, and leasing/rental of District properties.
- Assists in managing District lease/rental properties including monitoring of lease/rental income received; manages and reports day-to-day, minor violations of District leases and rental agreements and recommends and implements remedies for major violations of District leases and rental agreements after consultation with and concurrence from management and General Counsel; and ensures all leases and rental agreements are current.
- Coordinates an effective maintenance and improvement program for District lease/rental properties and District facilities including annual residence inspections and defensible space inspections; obtains bids from contractors and outside vendors, prepares contracts, ensures compliance to District requirements, oversees and ensures that work is completed in a timely manner.
- Prepares and reviews annual rental surveys and or appraisals for residential rental properties, and reviews appraisals for communication sites, historical, and commercial properties as needed.
- Negotiates and prepares rental agreement lease documents, licenses, permits and other similar documents relative to property management interests. Pursues alternative lease agreements as needed.
- Supports Land Purchase program by conducting due diligence on properties being considered for purchase that include structures and improvements which may be managed under the property management program.
- Coordinates with Planning and Engineering & Construction on project requirements for District tenants/lessees as required.
- Assists in monitoring the District's conservation easement program; works with Real Property Department to resolve easement violations reported by staff, volunteers and others.
- Maintains and updates departmental record systems and specialized databases; enters and updates information on property management activity, inventory files, and report summaries; retrieves information from systems and specialized databases as required.
- Initiates and maintains communication with landowners, code enforcement officers, planning officials and other regulatory agency staff.
- Reviews and prepares California Environmental Quality Act compliance documents for land lease and protection projects; negotiates remediation cost agreements.
- Participates in the development and administration of the property management budget; monitors and approves expenditures, recommends adjustments to the property management budget as necessary.
- Establishes and maintains open communication with other District staff; coordinates activities and works cooperatively in a professional manner.
- Collaborates with management and District counsel to prepare drafts of residential rental agreements, leases, evictions, contracts, licenses, and any other legal agreement and correspondence asserting property rights involving District owned properties and land.
- Prepares routine correspondence, documents, and reports for property management programs.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to remain current on principles, practices, and new developments in assigned work area.
- Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Real estate principles, practices and laws pertaining to property and asset management, administration of land use, rental, and leasing agreements including property values, deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments.
- Basic working knowledge of the principles of lease programs.
- Procedures and instruments of property and asset management.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the projects and programs to which assigned.
- Basic principles and practices of public agency budget development and administration.
- Techniques of contract administration.
- Principles and procedures of data collection, record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Plan, organize, and coordinate property management programs, projects, and activities, including lease administration, infrastructure assessment and contractor oversight.
- Conduct accurate appraisal and rental survey reviews on residential rentals, complex and large properties, including communication sites, historical and commercial properties.
- Understand and evaluate financial statements, rental surveys and appraisals and rental market data and trends. Conduct negotiations with landowners, potential lessees, outside agencies, and their attorneys to determine the terms and conditions of contracts and agreements.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, codes, and regulations and departmental policies and procedures.
- Prepare clear and effective reports, correspondence, and other written material.
- Prepare and provide clear visual and oral presentations.
- Make accurate arithmetic, financial, and statistical computations.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Read and interpret legal descriptions, surveys, and maps.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Property Management Specialist I/II: Equivalent to a four (4) year degree from an accredited college or university with major course work in real estate, real estate law, property or asset management, business administration or a related field. Plus, the following based on the position level:

Property Management Specialist I: No experience is required. One (1) year of experience in real estate or property management that includes significant public contact, preferably with a public agency or land trust is highly desirable.

Property Management Specialist II: Two (2) years of increasingly responsible experience in real estate or property management that includes agricultural lease management and significant public contact, preferably with a public agency or land trust.

Licenses and Certifications:

- Possession of a valid California Driver’s License.
- Possession of an International Right of Way Association (IRWA) Right of Way Agent Certification relevant to assignment and an IRWA Right of Way Asset Management Certification highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Must possess ability to inspect and work in remote District sites, including traversing uneven terrain, climbing ladders and stairs, operating a motor vehicle to visit various District and meeting sites, and working in inclement weather. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees generally work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, or road hazards. Employees may interact with upset tenants/lessees, staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: October 2023
REVISED: N/A
FLSA: Non-Exempt (I); Exempt (II)