



Midpeninsula Regional Open Space District

PROPERTY MANAGEMENT SPECIALIST I

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 coordinating the work of contractors, District staff and tenants and lessees involved in the maintenance and repair of infrastructure on District properties; performs varied technical support work for the Property Management program such as service coordination, word processing, data entry, report preparation, records management, and 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 supervision from the Senior Property Management Specialist. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level class in the professional property management 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, incumbents perform 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.

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 property management activities involved in the management and maintenance of District properties and related rental, lease, and land use programs.
- Assists in managing District rental properties including monitoring of rental income for residential, employee housing, communications, historical, agricultural, and office leases.
- May assist with the facilities management of the District office building including management of HVAC, janitorial and landscape contractors.
- Coordinates an effective maintenance and improvement program for District rental properties, employee residences and District office buildings including annual residence inspections; 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.
- Assists in preparing and conducting rental rate surveys for District rental properties.
- Participates in a variety of property management, planning activities and special projects as necessary.

- 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.
- Establishes and maintains open communication with other District staff; coordinates activities and work cooperatively in a professional manner.
- Prepares routine correspondence, documents, and reports to property management program.
- 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.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Real estate practices and laws pertaining to the administration of land use, rental, and leasing agreements.
- Procedure 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.
- 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:

- Organize and coordinate property management activities.
- Apply, explain, and ensure compliance with Federal, State, and local laws, codes, and regulations and departmental policies and procedures.
- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- 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:

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, and one (1) year of experience in real estate or property management that includes 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 or Right of Way-Asset Management Certification is desired.

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 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: July 2016
REVISED: N/A
FLSA: Non-Exempt