

ADMINISTRATIVE REAL PROPERTY MANAGER

Duties and Responsibilities

This is a management class of positions with various levels of managerial responsibility. The following are typical assignments for this class of positions. All personnel perform related work.

Under general direction, directs, supervises and coordinates the staff of a major area site office responsible for: the management and maintenance of City-owned property; receivership, relocation and anti-abandonment work in privately owned housing and other properties, and buildings owned, managed, to be acquired by the City, or at risk of being abandoned. Oversees monitoring of occupancy levels, building conditions, leasing of vacant space, rent collection and repair activities and other field operations; guides and/or manages highly technical and specialized real property functions, such as auditing, debt service collection, and monitoring all aspects of property and liability insurance for publicly owned or publicly aided housing. Ensures that relevant files and data bases are properly maintained and updated.

Under general direction, administers complex property management projects which require special knowledge of the City's real estate portfolio and/or highly technical knowledge of real estate and related fields. Oversees preparation, negotiation and processing of leases, license or permit agreements for city-managed properties; directs analyses of complex commercial claims and makes decisions on their resolution; recommends and implements management policies and procedures.

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ADMINISTRATIVE REAL PROPERTY MANAGER (continued)Duties and Responsibilities (continued)

Directs and evaluates surveys and cost/benefit studies to determine the economic feasibility of the disposal, sale or repair of properties, analyses of capital improvements proposed to upgrade structures and maintain buildings; approves building vacate orders; coordinates relocation activities with other units and insures adherence to relocation guidelines and procedures; and/or directs a maintenance and repair unit responsible for ordering repairs and supplies through open-market bidding and for the distribution of supplies, fuel and large appliances to properties owned by the City.

Under administrative direction, serves as the head of a bureau responsible for: programs designed to insure the proper repair of City-owned buildings; programs to prevent the abandonment of at-risk real property; programs to oversee the managerial practices and performance of tenant associations in city-owned or managed housing properties, or of management companies in publicly aided housing, such as Mitchell- Lama developments; the management and/or maintenance of commercial and/or industrial properties; development of complex custodial, maintenance and other real property management contracts; and contract compliance.

Under executive direction, serves as special assistant to an Assistant Commissioner handling difficult real estate management problems and projects. Develops, recommends and implements of policies and procedures. Represents the Assistant Commissioner and negotiates on behalf of the agency in meetings with community groups, landlords, real estate management firms, tenant associations, court-appointed administrators and representatives of government agencies.

Under executive direction, serves as a director or deputy director of the agency's facilities maintenance unit(s). Develops, recommends and implements policies and procedures; participates in the procurement of materials, supplies and services, including awarding of open-market orders for repairs and fuel supplies; monitors major contracts to insure that terms are within cost guidelines.

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ADMINISTRATIVE REAL PROPERTY MANAGER (continued)Qualification Requirements

1. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time, progressively responsible experience in real property management, at least 18 months of which must have been in a managerial capacity involving the supervision of a large staff of property management agents and/or housing development specialists and requiring independent decision-making concerning program management or planning, allocation of resources and the scheduling and assignment of work. "Progressively responsible experience" must be demonstrated by a work history of promotions and/or assumption of increasingly responsible duties and assignments. Experience in building construction or renovation; management of residential, commercial, industrial, or waterfront properties, including both renting and operating; or site management in connection with housing or with reconstruction/rehabilitation projects; supervision of receivership, tenant relocation and anti-abandonment work in housing and other properties, and buildings owned, managed, to be acquired by the City, or at risk of being abandoned; or building maintenance will be accepted up to a maximum of three years toward meeting the general requirements; or
2. A baccalaureate degree from an accredited college and four years of experience described in "1" above, including eighteen months of experience in managerial capacity; or

ADMINISTRATIVE REAL PROPERTY MANAGER (continued)

Qualification Requirements (continued)

3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. However, all candidates must have eighteen months of managerial experience. Education at an accredited college or university may be substituted for general work experience (but not for the 18 months of managerial experience described above) at the rate of 60 college semester credits for one year of acceptable experience up to a maximum of 4 years of college for 2 years of experience.

To be acceptable, experience in property management must have included both renting and operating the managed properties. Experience in renting must have included interviewing prospective tenants, qualifying tenants' income and background, and/or assuring that vacancies are ready for occupancy. Experience in operating must have included overseeing maintenance and repair of building operating systems, and overseeing staff to assure that necessary work is properly completed.

To be acceptable, experience in site management must have included on-site rental and maintenance of buildings.

To be acceptable, experience in relocation must have included negotiation with tenants to surrender leases for cash consideration or for an alternative site, and determining tenant eligibility for benefits.

Direct Lines of Promotion

From: Associate Real Property Manager
(80122)

To: None