

REAL PROPERTY MANAGER

Duties and Responsibilities

Under varying degrees of supervision, performs real property management, receivership, relocation and anti-abandonment work of varying degrees of difficulty in housing and other properties, and buildings owned, managed, or to be acquired by the City, or those at risk of being abandoned. Manages City-owned or receivership properties or supervises the management of buildings or developments financed by or leased from the City. Inspects and provides descriptions of properties. May operate a motor vehicle to travel to sites. There are various assignment levels within this class of positions. All personnel perform related work.

Assignment Level I

Under supervision, with some latitude for independent judgment and action, performs routine real property work in the areas described above. Performs tasks such as the following:

Examples of Typical Tasks

Provides property descriptions, maps and diagrams, complete with accurate measurements and coordinates. Takes photographs of properties. Catalogs, annotates and files descriptions, photographs, maps, plans and reports in appropriate files and database repositories.

REAL PROPERTY MANAGER (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Assists in, or conducts physical inspections to assess property conditions. Drafts recommendations for actions to address property conditions and assists in coordinating the implementation of corrective actions and ensures compliance with corrective actions.

Prepares and makes properties available for viewing and facilitates access by prospective bidders for lease and sales in public auctions. Answers questions concerning these properties.

Prepares and maintains site occupancy records and files for relocated residential and commercial tenants and clients seeking housing assistance. Explains relocation benefits and moving programs to tenants, processes their applications for those programs and provides information and referrals. Navigates tenants through the relocation process, rental and financial applications, and the moving processes. Evaluates and inspects apartments to ensure conformity with housing standards. Collaborates with and provides guidance to community-based organizations and tenant associations.

Assists in negotiating voluntary agreements with landlords to remove housing violations and to set up schedules for payment of debts to the Emergency Repair Program. May recommend that the City take receivership or litigation actions for buildings with chronic violations or long standing debts for City-initiated emergency repairs.

Advises owners and landlords of available assistance and City-sponsored anti-abandonment programs. Recommends appropriate programs.

Calculates rent subsidies for eligible tenants.

REAL PROPERTY MANAGER (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Represents the agency on site visits. Discusses routine matters with and obtains information from tenants, managing agents, owners, and community members. Obtains information from building owners and government agencies.

Processes forms and maintains records relating to assigned real properties.

Prepares reports and surveys.

Testifies in court and at hearings.

Performs routine work related to managing or overseeing the management of assigned real properties.

May supervise Real Property Assistants.

Assignment Level II A

Under general supervision with considerable latitude for independent judgment and action, in addition to performing the work of Assignment Level I, performs difficult and complex real property work in the areas described above. Performs tasks such as the following:

REAL PROPERTY MANAGER (continued)

Assignment Level II A (continued)

Examples of Typical Tasks

Manages a large number of City-owned or City-supervised properties and receivership properties within a geographical area. Monitors rent payments, makes demands for rent arrears, conducts rent reviews for commercial tenants; may initiate eviction proceedings. Monitors occupancy levels. Supervises superintendents and Real Property Assistants. Prepares periodic reports and surveys.

Physically inspects assigned properties. Assesses building conditions; notes need for repairs and conducts routine building history background checks. Contacts building owners, shares findings, and advises owners of availability of relevant assistance programs. Reviews building inspection and related reports submitted by consultants, court-appointed administrators, and tenant associations, and follows up as necessary. Prepares and submits reports on findings. Recommends actions to address property conditions and coordinates such activities with city agencies, owners, tenants, contractors, etc.

Orders needed repairs and supplies in accordance with established criteria; evaluates repairs done by superintendents, handymen and contractors; and recommends approval of bills for payment. Authorizes awards to vendors for routine work. Solicits bids on repair work for supervisor's review and contract award. Contacts contractors to see that work is in progress or has been completed.

Markets and leases vacant space.

REAL PROPERTY MANAGER (continued)

Assignment Level II A (continued)

Examples of Typical Tasks (continued)

Assists commercial tenants in securing government loans.

Oversees the management of publicly subsidized or financed housing, including reviewing operating expenses, monitoring rent collection and monitoring the implementation of any needed rent and utility changes recommended by the agency. Reviews contract and retainer proposals submitted by housing companies and makes recommendations to supervisor.

Counsels and provides training for building owners, tenant associations, community groups and court-appointed administrators on matters relating to the management, maintenance, and preservation, of residential buildings and relating to anti-abandonment programs.

Serves legal notices, such as "90 Days Notice to Vacate" and "Trespass Removal", appears in court proceedings, provides other support for legal and quasi-legal (e.g., "self-help") proceedings commenced against unauthorized occupants and tenants, and assists City Marshals in taking legal possession of subject properties.

Assignment Level II B

Under general supervision, with considerable latitude for independent judgment and action, in addition to performing the work of Assignment Level II A, supervises a group of Real Property Managers and/or other support staff (such as lower titled personnel and/or no more than two RPMs Level II A) performing routine real property work in the areas described above.

REAL PROPERTY MANAGER (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college; or
2. A four-year high school diploma or its educational equivalent and two years of satisfactory, full time experience in the following: management of residential, commercial, industrial, or waterfront properties, including both renting and operating; or site management; or tenant relocation activities in connection with housing or other reconstruction/rehabilitation projects; or
3. A satisfactory combination of Education and/or Experience which is equivalent to "1" or "2" above. However, all candidates must have a four-year high school diploma or its educational equivalent.

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.

REAL PROPERTY MANAGER (continued)

License Requirement:

A motor vehicle driver license valid in the State of New York may be required for certain assignments. If required, this license must be maintained for the duration of assignment.

Direct Lines of Promotion

From: Real Property Assistant
(80102)

To: Associate Real Property
Manager (80122)