

PROPERTY MAINTENANCE AND OPERATIONS ADMINISTRATOR

NATURE AND VARIETY OF WORK

This is management level supervisory, professional, and technical work performed in conjunction with the County's comprehensive property management, preventive maintenance, and repair service programs. This position provides property management and related repair and maintenance services for County owned, leased, and operated properties, which includes unimproved land, buildings, fire stations, and surplus schools. The position incumbent manages real estate acquisition, disposal, appraisal, title service, and leasing activities, and administers the real estate marketing program for surplus properties. Considerable independent judgment is exercised by this position within a framework of established departmental policies and procedures under the general supervision of the Director of Central Services.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises management oversight for all activities, services, and programs within the Division of Property Management and Services.

In conjunction with the Director of Central Services, develops comprehensive long and short range strategies and adjusts work priorities to accomplish the County's property management, preventive maintenance, and repair service goals and objectives.

Supervises and coordinates a diverse staff of professional, para-professional, trade, and clerical personnel engaged in property management and maintenance activity.

Develops comprehensive budget based upon approved programs, resource parameters and applicable County policies. Monitors expenditures and exercises fiscal controls.

Ensures that legal documents and contracts pertaining to property management acquisition, disposal, leasing, and marketing activities are properly executed.

Develops specifications and standards for the procurement of equipment, materials and services and ensures that such items meet or exceed established specifications.

Conducts periodic inspections and surveys of County properties in order to evaluate the effectiveness of maintenance and repair programs.

Meets with potential property buyers, real estate professionals, attorneys, trades persons, vendors, and other County officials in order to conduct divisional business.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of policies and procedures associated with property management, trades, and building maintenance operations including the utilization and coordination of equipment, materials, and labor.

Extensive knowledge of policies, practices, and procedures associated with real estate acquisition, disposal, appraisal, title service, leasing and marketing activities.

Extensive knowledge of legal documents and the legal process in operating a viable property management, real estate, and marketing program.

Extensive knowledge of procurement policies and procedures in order to obtain needed equipment, supplies, and services.

Thorough knowledge of modern engineering principles, methods, and techniques as related to the property management function.

Ability to review, analyze, and evaluate technical reports, documents, and contracts and to make appropriate recommendations.

Ability to establish and maintain effective working relationships with associates, subordinates, representatives from other agencies, County officials, and the general public.

Ability to plan, assign, and supervise the work of a variety of staff including professional, para-professional, trades, and clerical positions in a manner designed to effectively accomplish divisional goals and objectives.

MINIMUM QUALIFICATIONS

Master's degree in Marketing, Business or Public Administration, Engineering, Architecture, Real Estate, Property Management or closely related field, plus work experience of the duration, the level of complexity, diversity and responsibility which has provided the applicant with the necessary knowledges, skills and abilities to function at a satisfactory level of performance in carrying out the important duties, tasks and responsibilities of positions allocated

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to this job classification, as determined by an analysis of the position at the time of examination announcement. Equivalent combinations of formal education and experience will also be accepted.

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