

PROPERTY MANAGER (1964)
TASK LIST 2019

Supervision

1. Commends good work or performance in order to improve morale and to provide examples for others by such means as praising good work, giving public recognition of outstanding performance, or issuing notices of commendation.
2. Documents incidents of noteworthy good or poor job performance, evaluates employees in areas relevant to the job, documents employee evaluations, and discusses evaluations with the employee in order to provide feedback, identify developmental needs, and prepare employee for career advancement opportunities.
3. Communicates with senior staff by holding regular meetings to provide, transmit, and/or exchange information, discuss work assignments, and/or provide direction and guidance.
4. Applies the principles of Equal Employment Opportunity (EEO) through the promotion of a positive work environment through training, discussion and monitoring employees' behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation and taking appropriate corrective action when necessary to ensure compliance with City and department policies and procedures.
5. Reviews and approves employee timesheets, including employee requests for time off, sick leave, and necessary changes in work schedules in order to ensure appropriate levels of staffing, timely completion of work.
6. Identifies training needs and requests or recommends special training for subordinates in the Real Estate field, such as training on appraisal, market analysis, acquisition/leasing processes or technical classes, and others given by the City in supervision and other subject matter which improves the quality of their work.
7. Discusses employee concerns with subordinates and/or receives grievances, makes reports on these matters for submission to the next level of supervision, when required, in order to comply with City and Department policies and regulations and/or Memorandums of Understanding.
8. Counsels and/or disciplines employees by following Departmental progressive disciplinary procedures, including documenting steps taken, and makes recommendations to higher level supervisors when formal disciplinary procedures be initiated in order to maintain high standards for work and behavior of employees.
9. Interviews and evaluates job candidates for positions such as Real Estate Officer and Management Analyst in order to make hiring recommendations and/or decisions based on factors such as technical knowledge and in accordance with Personnel policies including the Rule of Three Whole Scores.
10. Communicates information to employees orally and in writing, including information from management such as policy changes or department objectives and priorities including, but not limited to, interpretations of City policies or Memorandums of Understanding (MOU), Executive Directives (ED) such as updated safety information, and training and promotional opportunities in order to provide employees with relevant information.

11. Communicates activities of unit with subordinate supervisors and/or staff and informs management of completed work activities, deviations from planned work, and/or employee suggestions and concerns in order to ensure everyone is informed of work activities including project status.

Property Management

12. Processes properties for surplus sale or acquisition, assembles a group of properties (developed for residential, industrial, or commercial use or vacant land), researches and negotiates payable and receivable lease properties, establishes values (minimum acceptable bids), works with affected City Departments to prepare reports and ordinances for City Council approval, advertises in accordance with legal requirements, manages/conducts auctions, collects funds, arranges escrow, and transfers title, which may include transferring leased-fee interests to buyers of City-owned real estate.
13. Inspects property owned by the City or being considered for purchase or sale in order to determine the condition of buildings, walls, fences, and deferred maintenance, other structures, possible encroachments by neighbors, ease of access, topography, and other factors affecting use and/or value of the property.
14. Evaluates requests for repairs and orders and directs maintenance, repairs, nuisance abatement, tenant improvement projects of City-owned property.
15. Obtains estimates of cost of demolition of existing structures or costs of needed improvements from contractors or other Department personnel in order to have data available for estimates of the total cost of proposed development.
16. Estimates future value of property, taking into account rates of depreciation and/or obsolescence, in order to have data available for appraisal establishing rental value, or making decisions or recommendations about future development.
17. Estimates current value of property owned by the City or being considered for acquisition and/or leasing, taking into account condition of improvements, surrounding neighborhoods, actual and/or potential use, improvements required for intended use, value of similar properties in the area, and costs of financing, in order to ensure that sale prices or rents are consistent with market conditions, and/or to make recommendations.
18. Selects appraisers, taking into account professional qualifications, cost of services, previous experience with the appraiser, and City requirements, in order to draft personal services contracts.
19. Reads or reviews and comments on formal appraisals (usually prepared by outside contractors) of value of property owned by the City or being considered for acquisition in order to check for accuracy and completion.
20. Reviews financial data for accuracy, such as revenues, operating costs, areas, and market analyses, in order to have data for use in making recommendations.

21. Uses tables, calculator functions, and/or computer software, such as Microsoft Excel, to determine values such as internal rate of return, net present value, fair market value for lease comparables, compound interest at various rates, size of payment required to amortize a debt over various time periods, or depreciation and/or checks calculations made by employees under the Property Manager's supervision in order to have data for use in making recommendations.
22. Makes recommendations for terms and conditions of rental, lease, or use for concessions, in order to earn more revenue for the City and/or to implement long range development plans.
23. Reviews updates of inventories property and tax records to include properties acquired or sold and/or value of improvements added to or removed from City property managed by the Department, including possession, tax for leased locations, and approves payment of property taxes after checking bills for accuracy.
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25. Reviews tax liability of lessees (based on proportion of original parcel leased) and bills lessees in order to collect taxes paid on City property managed by the Department on their behalf.
26. Negotiates terms and conditions of property to be acquired by the City, leases of privately owned property, contracts for limited use of City property such as rights of way or grazing rights, and leases and other contracts for use of City-owned property or facilities including terms such as rent, conditions of use, insurance to be carried, apportionment of utilities or maintenance costs, length of tenancy, and improvements permitted or required.
27. Negotiates sale of City property or facilities and amendments in leases, rental agreements, and other contracts.
28. Drafts terms for leases, rental agreements, and other contracts in consultation with City attorneys to ensure that they are accurate and comprehensive.
29. Initiates condemnation by independent contractor or request through the City Attorney to begin proceedings and provides information about the property, such as appraised value, cost of relocation assistance, and history of negotiations, in order to acquire property needed for future development.
30. Reviews and approves or comments on reports and/or recommendations prepared by subordinates about rental, lease or sale of property owned by the City in order to ensure that they are appropriate, complete, and accurate.
31. Receives and investigates (either personally or by assigning a subordinate) complaints, reports of problems, or other requests for action with leased or rented City property, such as complaints about noise or dust, reports of deferred maintenance, non-payment of rent, or requests for changes in provisions of an agreement, in order to provide information to Department management and to other interested parties and to resolve problems.
32. Receives reports of hazardous or toxic materials contaminating or improperly stored on City-owned or occupied property (including property leased from private owners for City use) and coordinates activities with Environmental Department Management personnel, County or other government agencies.

33. Collects delinquent rents by writing letters to tenants, negotiating terms for payment of large amounts, and/or by referring cases to the City Attorney for legal action in order to collect money owed.
34. Notifies tenants of complaint investigations where tenants are found at fault, negotiates time allowed for correction, recommends to management or Board of Commissioners that tenant be found in default, and/or refers to City attorney for legal action in order to enforce contracts.
35. Makes decisions about matters such as adjustment of rates, termination of rental agreements and/or leases, financial acceptability of prospective or existing tenants, and choosing among alternative uses of a particular property in order to gain appropriate economic returns.

Administration

36. Writes narrative material, such as letters, memos, and reports regarding the development and/or management of City facilities related to leases, sales, and/or acquisition of properties by the City using a computer word processing system, such as Microsoft Word in order to communicate with Department management, subordinates, tenants, and/or other government agencies, obtain information and/or request action on a pending matter.
37. Drafts, reviews and approves the annual budget for the Division or Bureau, which includes administrative costs and/or costs of property maintenance using information such as reports prepared by subordinates, records and information from previous years, and forecasts of general economic activity.
38. Exchanges information with other divisions in the Department and/or with other City departments in order to coordinate schedules and work activities and/or to obtain or to provide information.
39. Oversees integrity and accuracy of data in real estate portfolio by utilizing available software, enterprise, or work management systems.
40. Represents the Department at meetings with representatives of other City Departments, other government agencies, public utilities, businesses, and other interested parties and serves as liaison with such groups in order to facilitate communication with them.
41. Makes presentations (both internal and public) about proposed projects or contracts to Department Boards, other City Department Management, City Council, and/or other government bodies in order to get projects or contracts approved.
42. Reads laws, codes, ordinances, and/or regulations such as liability insurance requirements, rules governing disposal of hazardous and/or toxic wastes, easements, or penalties for violation of contract provisions in order to discuss with tenants, lessees, and other interested parties.
43. Reads and/or reviews various reports on status of property and facilities such as performance guarantees, rental readjustment dates, or lease or contract expiration dates in order to take required action in timely manner.

44. Conducts competitive processes, such as requests for expressions of interest, Request for Quotations (RFQ), and Request for Proposals (RFP) necessary to secure a tenant or other business relationship.
45. Meets with prospective tenants to discuss matters such as anticipated use and/or development of City property and facilities in order to consider advantages of proposed tenancy for both the City and prospective tenant.

D. Planning and Related Activities

46. Continuously analyzes property management activities of the Department by having discussions with subordinates, tenants, management, and other interested parties and by reading reports of current and/or recent activity, reading records of past activity, considering long range goals and strategic plan and Citywide master plan of property management for the Department, and selecting relevant data in order to gain information and understanding of changes over time.
47. Makes recommendations about and/or requests for changes in zoning and/or in terms of conditional use permits for City-owned and/or neighboring property in order to facilitate long range goals and to make the most effective use of property not yet developed for City use.