ASSISTANT PROPERTY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Community Development, the incumbent assists the division of Housing and Community Development staff with duties related to the City’s Community Development Block Grant and Housing Programs. Work assignments are received from an administrative superior and work is performed within an established system and procedure. Work is reviewed through analysis of case activities or through discussions or problems encountered.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Prepares and files monitoring summary reports;
- Maintains property inventory list;
- Maintains all maintenance agreements;
- Enters and retrieves information in an automated information system;
- May assist with securing the ownership of potential properties;
- Arranges for the removal of potential hazardous conditions associated with City-owned properties;
- Makes periodic inspections, as directed;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of basic property management principles, practices and procedures;
- Working knowledge of office terminology, procedures and equipment, including personal computers;
- Ability to understand and follow detailed oral and written instructions;
- Ability to interpret and apply property management practices, as applicable, to federal standards;
- Ability to maintain confidentiality;
- Ability to exercise good judgment;
- Reliability;
- Innovative;
- Tact and courtesy;
- Accuracy;
- Physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma with three (3) years experience in the area of property management.

A valid NYS Driver’s License is required at the time of appointment and for the duration of employment.

The terms of employment require the use of an employee’s vehicle for transportation.