

PROPERTY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs property management duties under the direct supervision of the Director of Community Development as 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. Supervision of others is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Arranges and secures agency-owned properties;
- Arranges for alleviation of hazardous conditions associated with Agency-owned properties;
- Makes periodic inspections of Agency-owned properties;
- Prepares and files monitoring summary reports;
- Maintains property inventory list;
- Oversees all maintenance agreements;
- Evaluates all agency-owned parcels for further disposition and/or development;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of basic property management principles, practices and procedures;
- Good 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;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Business Administration, Real Estate or Marketing, and one (1) year fulltime paid experience in the area of real estate, marketing or public relations;
OR

- B. Graduation from a regionally accredited or New York registered college or one accredited by the NYS Board of Regents to grant degrees an Associate's Degree in Business Administration, Real Estate or Marketing, and three (3) years fulltime paid experience in the area of real estate, marketing or public relations; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma with five (5) years fulltime paid experience in the area of public relations;
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B) or (C) above.