

**CLASS TITLE: CHIEF, PROPERTY MANAGEMENT**

**Class Code: 02545900**  
**Pay Grade: 41A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist the Associate Director of Administration, Division of Central Services in the planning, administration, and coordination of a complex and comprehensive statewide program of energy management, facilities management, and property management for state agencies, departments and commissions; to plan and administer programs for the operation and maintenance and capital improvement of facilities and grounds under the jurisdiction of the Department of Administration; to prepare, plan, and manage annual and capital budgets and oversee personnel procedures for all sections of the Division of Central Services; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative supervision of the Associate Director, Division of Central Services; work is reviewed through conferences and reports for conformance to laws, rules, regulations and policies.

**SUPERVISION EXERCISED:** Plans, organizes, supervises and directs the work of a technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To oversee the provision of energy management consultative services for those state agencies which may require such services; to advise the Associate Director on energy management and building operations.

To plan and implement statewide energy and utilities management programs involving energy, electricity, water, sewer and fuels.

To assist in the development of a comprehensive plan for the utilization, management and maintenance of state-owned real property and such real property leased, rented or used by state agencies.

To assist in the development and administration of the capital development and building improvement budget and program for the Division of Central Services, including direction of a staff of architects, engineers and other professional staff.

To be responsible for the coordination and preparation of reports and applications such as grant applications, reports to grantor agencies, and the annual energy report.

To prepare the Division of Central Services budget and supervise fiscal management of all accounts involving the divisional budget, including requests for transfer of funds, management of contracts, monitoring of expenditures, and monitoring and managing reimbursement requests.

To be responsible for the evaluation of existing programs and to develop plans for their expansion, modification or elimination in view of changing needs, the availability of state and/or federal funds and recent advances in ideas and methods.

To provide statistical data to the State Budget Office and Central Business Office for use in the development of the annual state budget.

To assist the Associate Director in the discharge of his duties as Chairman of the State Properties Committee.

To prepare annual divisional maintenance and operation priorities and to oversee facilities maintenance, management, and operations and security under the direction of the Associate Director.

To be responsible for supervising and controlling procurement functions, including the review of proposals for services, material, equipment and supplies and the preparation of purchase requisitions, bid documents, requests for proposal specifications, and contracts.

To oversee personnel procedures, including review of classification questionnaires, hiring, firing, promotions, postings, and grievances; to assist in the establishment and enforcement of office management policies, including intervention in complaints, problems, or disagreements from staff.

To assure operation and maintenance of buildings in compliance with codes, regulations, and state and divisional policies, particularly as they relate to health, safety, efficiency and economy of building operations.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of planning and/or public administration as applied in the management of a governmental agency dealing with the development of policies on building operation and maintenance; a working knowledge of budgeting for capital improvements, renovations, energy, operations, maintenance, and utility management; the ability to supervise a wide variety of professional, technical, maintenance and administrative personnel; the ability to provide a wide range of consultative services to others in energy and utilities management; a thorough knowledge of purchasing procedures, personnel procedures, water conservation policies, energy conservation and building operations codes and policies as they relate to access, health safety and efficiency; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Master's Degree from a college of recognized standing with specialization in program and policy planning or public administration; and

Experience: Such as may have been gained through: considerable experience in an administrative position with responsibility for planning, organizing and directing energy and facilities management programs in the field of supportive services, and/or related administrative experience in a governmental setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 27, 1994

Editorial Review: 3/15/2003