

CLASS TITLE: PRINCIPAL PROPERTY MANAGEMENT OFFICER

Class Code: 02439500
Pay Grade: 32A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform and supervise highly responsible and complex work in the management of state-owned real property and privately-owned real property used by state agencies; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of independent judgement; work is reviewed for conformance to law, policies, rules and regulations.

SUPERVISION EXERCISED: Assigns, reviews, coordinates and supervises the work of a staff engaged in property management.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for and participate in the work of a property management program.

To determine the space requirements of state agencies, departments and commission to be used for offices, classrooms and/or courtrooms.

To negotiate and write leases and renewals with owners, managers or their agents on behalf of the state.

To negotiate and coordinate alterations, renovations and services with owners, attorneys, managers or their architects and agents, and the state agency occupying the space.

To be responsible for providing staff services in the area of property management.

To insure that leased space used by state agencies conforms to all existing local, state and federal codes, statutes and regulations.

To present proposals for new leases and renewals in concert with representatives of the state agencies involved.

To create schematic layouts depicting designs of present and/or proposed usage of state-owned and leased space.

To review proposals for the lease of privately-owned property and the usage of present state-owned and privately-owned leased space.

To coordinate the move to and occupancy of new space by a state agency.

To write advertisements and legal notices inviting proposals for leased space to be used by state agencies.

To be responsible for the establishment and maintenance of various files and records related to property management.

To coordinate the acquisition of privately-owned property by the state and the disposal of state-owned property.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of public administration, property management and real estate; a thorough knowledge of the organization of state government; a thorough knowledge of the principles and methods used in the collection, analysis, evaluation and presentation of findings relative to state agencies' present or projected requirements for and

utilization of office, classroom and/or courtroom space and the apportionment and use of existing or newly acquired space; the ability to analyze and evaluate property proposals and make recommendations; the ability to use clear, precise language in the preparation of written and verbal presentations and reports and in the writing of leases; the ability to establish and maintain effective working relationships with departmental and agency officials and employees, representatives of the real estate and business communities, attorneys, architects and related professionals; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Public Administration, Business Administration, Economics or a closely related field; and receipt of a certificate in real estate from a college or university of recognized standing; and

Experience: Such as may have been gained through: employment in a highly responsible property management position including space utilization studies, the projection of space requirements, the apportionment of space, and the negotiation and preparation of leases for real property.

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

Class Created: January 7, 1979

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