

CLASS TITLE: PROPERTY MANAGMENT OFFICER

Class Code: 02439400
Pay Grade: 26A
EO: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform 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 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: May assign and review the work of clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

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

To assist in the negotiating and writing of leases and renewals with owners or their managers on behalf of the state.

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

To insure that leased space used by the 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 the proposals for the lease of privately-owned property and the usage of present state-owned or privately-owned property leased space.

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

To establish and maintain various files and records related to property management.

To assist in coordinating the acquisition of privately-owned property by the state and the disposal of state-owned property.

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

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of public administration, property management and real estate; a working knowledge of the organization of state government; a working 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 supplemented by courses in real estate; and

Experience: Such as may have been gained through: employment in a responsible property management position including assisting in 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

Editorial Review: 3/15/2003