

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

PROPERTY MANAGER

JOB DESCRIPTION

Employees in this job direct professional subordinates in a variety of assignments to provide real estate appraisal, analysis, finance sale, purchase and/or property management services such as lease negotiation and oversight of contractual services for custodial, security, maintenance and other related services. The employee, under general or administrative supervision, works within general methods and procedures and exercises considerable independent judgment to select proper courses of action. The work requires knowledge of property policies, procedures, and supervisory techniques, personnel policies, and procedures.

There are four classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title - Property Manager-2

Property Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area; a first-line professional manager of a professional position in a complex work area; a first-line professional manager of nonprofessional positions in a complex work area; a first-line manager of a professional position in a standard work area receiving executive direction; or, a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

Position Code Title - Property Manager-3

Property Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area; a first-line professional manager of professional positions in a standard work area receiving executive direction; a second-line professional manager of professional positions in a standard work area; a first-line manager of a professional position in a complex work area receiving executive direction; or, a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title - Property Manager-4

Property Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction; a second-line professional manager of professional positions in a complex work area; a second-line manager of professional positions in a standard work area receiving executive direction; or, a third-line professional manager of professional positions in a standard work area.

Position Code Title - Property Manager-5

Property Manager 16

The employee functions as a second-line professional manager of professional positions in a complex work area receiving executive direction; a third-line professional manager of professional positions in a complex work area; a third-line manager of professional positions in a standard work area receiving executive direction; or, a fourth-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Reviews and interprets goals and objectives of the work area in order to resolve problems, make recommendations for changes in instructions and/or guidelines, and assure the adequacy of work products.

Directs staff on budgetary issues for multi-facility complex(es) including strategic planning, contractual services, service level agreements, inter-accounting procedures, renovation of space, acquisition of space, and planned/emergency infrastructure repair needs.

Serves as liaison to building occupants and owners in large, complex or combination facilities.

Identifies current and potential customer service issues.

Directs the negotiation for and purchase, lease, and/or sale of parcels of real property or rights therein.

Directs staff in securing cost estimates, appraisals, and market value determinations of property.

Directs staff in an acquisition program, which includes responsibility of relocating occupants and their personal property into comparable substitute housing.

Contacts local officials and realtors to determine local market value of land based on value of comparable properties.

Completes transactions involving complex, high value, or controversial real estate transactions.

Standardizes appraisal and acquisition reports, and provides for proper documentation to meet federal, state, and other jurisdictional requirements.

Reviews appraisal reports of state appraisers and fee appraisers and recommends approval or denial to starting negotiations for purchase.

Serves as consultant or expert witness in court cases involving state appraisal and acquisition of land.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Thorough knowledge is required at the 13-15 levels and extensive knowledge is required at the 16 level.

Knowledge of federal, state, and departmental laws, rules, practices, methods and procedures related to the work.

Knowledge of the principles, practices, and techniques of real and personal property appraisal.

Knowledge of the principles, practices, and techniques of property management.

Knowledge of processes in completing negotiations for leases.

Knowledge of building construction, soils types, and land utilization principles.

Knowledge of landowner rights.

Knowledge of topographic surveying and mapping.

Knowledge of property record keeping systems including tax assessment rules, property descriptions, and tax maps.

Knowledge of Civil Service Commission rules and procedures and merit system practices.

Knowledge of labor relations.

Knowledge of training and supervisory techniques.

Knowledge of employment policies and practices.

Knowledge of equal employment opportunity policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to plan, organize, and handle assignments to maintain an even flow of work.

Ability to interpret, explain, and apply complex laws, rules, and regulations.

Ability to understand and carry out the terms and conditions of contractual agreements

Ability to conduct training and information sessions.

Ability to communicate effectively with others, both verbally and in writing.

Ability to maintain favorable public relations.

Working Conditions

Some jobs require travel.

Physical Requirements

None

Education

Possession of a bachelor's degree in any major.

Experience

Property Manager 13 - 15

Four years of professional experience in real estate equivalent to a Property Analyst, including two years equivalent to a Property Analyst P11 or one year equivalent to a Property Analyst 12.

Property Manager 16

Five years of professional real estate experience equivalent to a Property Analyst, including one year equivalent to a Property Manager 15 or a Property Specialist 15.

OR

Six years of professional real estate experience equivalent to a Property Analyst, including two years equivalent to a Property Manager 14 or a Property Specialist 14.

OR

Seven years of professional real estate experience equivalent to a Property Analyst, including three years equivalent to a Property Specialist 13 or Property Manager 13.

Special Requirements, Licenses, and Certifications

Some positions may require possession of a valid real estate, appraisal, and/or broker's license, or certification by the State Assessors' Board.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

Job Code Description

PROPTYMGR

PROPERTY MANAGER

Position Title

Position Code

Pay Schedule

Property Manager-2

PROPMGR2

NERE-182

Property Manager-3

PROPMGR3

NERE-186

Property Manager-4

PROPMGR4

NERE-188

Property Manager-5

PROPMGR5

NERE-189

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07/19/2015