

REAL PROPERTY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for managing and marketing properties acquired by the County as a result of the consummation of tax foreclosure proceedings. Duties include collecting rents, arranging for current occupants to vacate, scheduling repairs, overseeing the performance of vendors performing repair activities, continuing insurance coverage, paying utility bills, overseeing the eviction of tenants or former owners when necessary, estimating property value, and performing similar tasks associated with the ownership and management of properties. Work is performed under general direction of the Director of Real Property Tax Services with wide leeway for independently performing the duties of the position. Although supervision is not a responsibility of the position, the incumbent may provide on-the-job training to new employees. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Visits properties to conduct a visual inspection and to determine the existence of health and safety issues, the necessity for maintenance or repairs, and to secure contents when necessary;

Provides notice to tenants that the County has assumed ownership of property;

Arranges for the collection of property rents or for the vacating of premises;

Negotiates and enforces rent agreements on behalf of the County with respect to rental units;

Contacts utility companies to coordinate the initialization or termination of utility services;

Maintains communication and contact with tenants;

Contacts vendors to arrange for repairs as needed; oversees vendor performance to insure that work is completed in an acceptable manner;

Establishes and maintains records with respect to the acquisition of appropriate liability and loss insurance for properties and arranges for the payment of insurance premiums;

Recommends eviction/summary proceedings to dispossess when necessary;

Works with potential purchasers of County owned property to dispose of tax foreclosed properties;

Maintains a variety of records, files, and reports with respect to property management functions and marketing of property.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the responsibilities and activities involved in overseeing the management of tenant properties;

Good knowledge of inspection procedures used to examine building components to identify unsafe or unsanitary conditions;

Working knowledge of building maintenance and repair requirements;

Good knowledge of basic building terminology;

Good knowledge of real estate sales and real estate appraisal;

Good knowledge of the practices and procedures in processing and maintaining assessment records;

Working knowledge of the laws, rules and regulations governing the exemption of properties from taxes;

Ability to operate heating, ventilation, and air condition systems contained in properties;

Ability to understand and interpret written material;

Ability to present ideas clearly both orally and in writing;

Ability to organize data into records and tables;

Ability to perform basic bookkeeping duties;

Sensitivity to cultural diversity issues;

Ability to work effectively with people from different socio-economic backgrounds;

Tact and courtesy;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Possession of an associates degree and one year of experience in real estate sales, real estate appraisals, building inspection, property management; or

(B) Three years experience as described in (A) above; or

(C) An equivalent combination of training and experience as described in (A) and (B) above.