

## DIRECTOR OF PROPERTY MANAGEMENT

### DEFINITION

Directs the non-academic property management activities for the District, including the headquarters' high rise, local district offices, and other non-K-12 facilities.

### TYPICAL DUTIES

Directs and reviews the property management activities through subordinate managers, supervisors, and staff personnel engaged in:

- Managing property management activities including maintenance, custodial, security, fire life safety, parking, and access for District administrative facilities.

- Managing and coordinating capital and operational budgets and preparing and presenting budgetary information.

- Reviewing and developing contract specifications, scope of work documents, deliverables and schedules. and monitors performance and budgetary compliance by vendors.

- Managing the negotiation process with vendors and the concession proposal process and monitoring the performance and budgetary compliance by vendors.

- Developing revenue enhancement strategies and contracts.

- Analyzing and determines, and monitors budget, staffing, equipment, and material needs for operational activities and makes appropriate recommendations.

- Developing and maintains records, and prepares reports and correspondences as related to operational activities.

Serves as a liaison to the Board of Education, Superintendent, and other senior level staff to communicate essential building information and/or requirements.

Oversees the planning and budgeting for capital assets for administrative facilities.

Reviews project budget proposals to secure funding and to ensure funding has been allocated for the scheduled projects.

Develops, implements, and monitors policies, rules, regulations and procedures related to building safety and maintenance.

Travels to various District properties.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Property Management directs the operational activities related to all non-K-12 properties, including the planning, evaluation, improvement, and implementation.

The Director of Non-Academic Facilities Planning develops strategic plans, organizes, and coordinates activities related to facilities requirements identification and facilities planning and space allocation for the District.

The Property Manager manages and administers activities such as: custodial, parking, property management; and the management, improvement and operation of non-K-12 facilities.

## SUPERVISION

General supervision is received from the Director of Non-Academic Facilities Planning. Supervision is exercised over the work of lower-level staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of management and supervision, including principles of training, employee evaluation, and employee relations
- Principles of project management and construction management
- Public Contract Code, professional services agreements, bidding documents, and contractual requirements applicable to public sector projects.
- Applicable federal, state, and local laws, rules and regulations
- Principles of organization, budget administration and personnel management
- Methods used in inventory control
- Fire and safety regulations
- Recordkeeping procedures

### Ability to:

- Effectively manage a complex and diverse operational program for areas such as custodial, safety and security, and related operations
- Deal tactfully and effectively with officials, administrators, and the public.
- Train and direct the work of others through subordinate supervisors
- Forecast, monitor, and track assets, budgets, resources, and projects
- Interpret and apply district regulations, rules, and policies
- Work effectively and harmoniously with District staff and the public
- Communicate effectively, orally and in writing
- Analyze operational problems, evaluate alternatives, and determine effective solutions
- Evaluate, counsel, and assist employees with job-related deficiencies
- Act quickly in emergencies
- Evaluate work methods and performance
- Plan ahead and meet schedules
- Effectively utilize computer equipment and software in the performance of duties
- Maintain records and prepare reports
- Learn specialized computer applications

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in business administration, public administration, construction management, engineering, or related field.

### Experience:

Five years of management experience in commercial property management. Two years of the required experience must have included management of a portfolio of properties with three or more locations. Experience with managing high rise buildings and/or public sector facilities management is

highly preferred.

Special:

A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL NOTE:

Travel to locations throughout the District is required.  
Employees in this class are subject to call at any hour.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

NEW CLASS

06-14-18

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