

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: MUNICIPAL PROPERTY MANAGER

DEPARTMENT: PROPERTY AND ENVIRONMENTAL MANAGEMENT

BASIC FUNCTION:

Plan, organize, and direct assigned functions in the Property and Environmental Management Department, including Fleet, Facilities, Real Property Management and other divisional areas as assigned. Provide general strategic and administrative direction to city departments, as assigned. Supervise, direct, lead and develop subordinate supervisors. Perform highly responsible and complex professional administrative work. Perform related responsibilities as required.

DISTINGUISHING CHARACTERISTICS:

This is a single incumbent class that reports to the Property and Environmental Management Director and is the senior manager of Fleet, Facilities, Real Property Management and other divisional areas as assigned. This level acts as a division manager for the assigned areas, and supervises other management level supervisors and lower level staff in directing the divisional work activities and programs.

KEY RESPONSIBILITIES:

Develop and implement strategy, goals, objectives, policies and priorities for assigned division(s).

Plan, organize and direct, through subordinate management personnel, assigned divisional programs. Select, supervise, train and evaluate staff, as required. Direct the adherence of safe work practices for all personnel.

Plan, organize and direct the implementation of the City's Real Estate Programs, including overseeing all related activities, negotiating acquisitions, leases, and contracts. Develop and negotiate revenue enhancement strategies and contracts related to City real estate holdings, acquisitions and leasing.

Provide staff support to the City Council and other boards, committees and commissions established to address real estate issues. Conduct special studies and prepare comprehensive reports related to real estate activities. Analyze and prepare reports as assigned, present to Council or to other staff, the public or outside agencies as necessary during the course of work.

Develop, administer and monitor division budgets and contracts; evaluate and recommend staffing needs, equipment, materials and supplies. Direct the maintenance of time, material and equipment use records.

Supervise the enforcement of City ordinances and interpret department policies and procedures. Receive, investigate, and resolve complaints.

Oversee preparation of detailed specifications for new fleet vehicles and equipment purchases, coordinate purchases with other departments, ensure inspection of fleet purchases and verify proper preparation of new fleet vehicles and equipment to meet user department requirements.

Oversee maintenance and repair of City-owned buildings, HVAC and other building related equipment, ensure proper preparation of specifications for building maintenance and custodial contract services, coordinate maintenance work with other departments and ensure proper inspection of facility maintenance work.

Coordinate services and activities with other City departments, divisions, sections and with outside agencies.

Perform related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Principles and practices of the management and administration of City-owned real estate.

Applicable federal, state and local laws, regulations and requirements pertaining to California real estate administration. Relevant city codes, policies and procedures.

Principles and practices of organization, administration, budgeting and personnel management. Practical elements of division and functional assignment.

Effective customer service and public, business and community relations techniques.

Research methods, statistical analysis and techniques and methods of report preparation and presentation.

Types and level of maintenance and repair activities generally performed in a public works field division maintenance program. Materials and equipment used in assigned division.

Building maintenance and repair methods and requirements.

General principles of operation and management of fleet vehicles and equipment.

Occupational hazards and standard safety precautions necessary in the work.

Geography of the City, including the location of streets and civic facilities.

Ability to:

Plan, organize and implement a comprehensive program for assigned division and functional areas.

Conduct studies, prepare comprehensive reports and determine cost-effective ways for efficient and effective operation of division responsibilities.

Provide administrative and professional leadership for assigned staff and entire department.

Properly interpret, and make decisions in accordance with laws, codes, regulations and policies.

Analyze problems and issues, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Communicate effectively both orally and in writing; present ideas and concepts persuasively in speaking before groups or writing for publication. Effectively negotiate with external stakeholders.

Establish and maintain effective relationships with City officials, employees, representatives from other agencies and the public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to completion of a Bachelor's degree from an accredited college or university in the field of business or public administration, construction management, or a closely related field; and five years of increasingly responsible experience in public works administration, construction management and real estate management and financing.

A master's degree public or business administration or a related field is highly desirable.

SPECIAL REQUIREMENTS:

Possession of a valid Class C California Driver's License.

Possession of a Real Estate Broker's License. Must be obtained within six months of assuming job duties.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

This position is typically situated in an office setting. Frequent daily and weekly travel to meetings within the City and to various out-of-City locations is necessary in the course of performing duties. Ability to work in a standard office environment as well as inspecting construction or work sites.

This is an at-will Management classification.

DATE APPROVED July 2010