

Property Management Officer

DEFINITION

This is analytical and administrative work involving the corporate co-ordination and/or planning of City property use and/or requirements.

The work of this class involves the corporate administration and/or review of space availability and usage; including cost effectiveness studies. Employees of this class are responsible for administering legal agreements. The nature of the work allows for independence of action, judgement and initiative to be exercised when advancing or representing civic interests. Considerable contact is maintained with other departments, property owners, developers, contractors, outside agencies, and/or other groups.

Some positions may be required to supervise the work of technical or clerical staff, and/or review the work of others involved in project completion. Duties are initially performed under supervision and as experience is gained, work is performed with increasing independence and a greater level of complexity. The work is monitored through consultation, submission of reports and/or records maintenance.

The work of this class is distinguished from that of the Property Management Administrator class by the greater involvement in civic property administration and leasing requirements and the greater contact with property owners/developers and related groups.

Although reference is made to corporate functions, this class includes positions, such as in Police Services, where the scope of the duties is specific to the needs of that department or office.

TYPICAL DUTIES *

Participates in the development of corporate policies and procedures; implements upon approval; develops preventative maintenance programs and formulates work plans.

Participates in the development of corporate accommodation strategy.

Participates in the development of annual budget and operating plan for space portfolio.

Makes recommendations or proposals to superiors and/or City Council compiles data and prepares reports and submissions as required; analyses short and long term proposals; responds to inquires and related correspondence.

Undertakes lease proposal calls; negotiates and administers lease agreements, including renewals, develops schedules, prepares covenants and conditions, establishes and implements rental rate structure; conducts surveys on market rates; edits and ensures terms and conditions.

Liaises with civic departments, contractors, property owners/developers outside agencies and/or government counter parts on construction, renovations and general maintenance, inspects and documents all installations of equipment, renovations and construction projects; arranges other inspections as required.

Review and approves for payment of invoices, accounts for rent, operating costs, project costs and other costs associated with the management of space, projects and incidentals associated with property and facility administration.

Analyses corporate accommodation requirements, implements programs to meet current and projected needs; prepares documentation after considering all factors.

Property Management Officer

Ensures and justifies cost effectiveness; establishes development schedules; undertakes feasibility studies and prepares reports leading to site and facility acquisitions; ensures consistency of programs with respect to guidelines and policies.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the relevant provincial and municipal laws, rules and regulations regarding property development and administration.

Considerable knowledge of the approved principles and practices related to property facility development and administration.

Knowledge of factors affecting property and facility values and development in the Edmonton area.

Knowledge of the current literature, trends and developments in the field of property and facility administration.

Ability to establish and maintain effective working relationships with developers, government officials, departmental representatives and others.

Ability to communicate effectively, both orally and in writing.

Effective skills in negotiating lease agreements.

Ability to understand and interpret contractual and legal requirements.

Effective skill in the preparation and presentation of comprehensive analysis and reports.

Knowledge of building maintenance, practices and procedures.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

A professional designation in Certified Property Manager (C.P.M.) or Real Property Administrator (R.P.A) and completion of a two (2) year diploma program in Business Administration or an equivalent program; or a university degree in Commerce or a related discipline and course work toward a professional designation, C.P.M. or R.P.A. and three years of Property Management experience.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

PROPERTY_MANAGEMENT_OFFICER.DOC

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0579		0580	

Last Updated:	July 2008 (formatted)
Previous Updates:	Sept 1982; Apr 1994
Originated:	February 1982