



**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Property Manager		PAY GRADE: C41
DEPARTMENT: Facilities and Parks		FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
REPORTS TO: Manager, Facilities and Parks		LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: N/A		SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
APPROVED:  _____ Department Head		<u>4/29/19</u> Date
 _____ Human Resources Director		<u>4/29/2019</u> Date

I. PURPOSE SUMMARY. Plans, coordinates, and manages the access and use of assigned community resource centers. Under the direct supervision of the Manager of Facilities and Parks, serves as the primary point of contact and responsible party for marketing and filling community resource centers with activities ranging from county programs to private for-profit uses. Provides professional, technical, administrative and analytical responsibilities relating to property management for all community resource centers.

II. ESSENTIAL DUTIES.

- A. Manages the marketing of, access to and use of county community centers under adopted policies and procedures.
- B. Responsible for marketing and maximizing the type and level of use for community resource centers including new program identification and development.
- C. Makes recommendations regarding the acquisition and disposition of properties for the county including preparation of anticipated utilization statistics and cost/benefit analysis.
- D. Compiles and prepares statistical reports including cost recovery assessments, facility use levels and trends, cost estimates, and budgets.
- E. Makes recommendations related to policies for the management and operation of the centers.
- F. Responsible for ensuring that all users of community resource centers comply with county policy as well as other local, state, and federal regulations with particular attention to the anti-donation provision of the New Mexico Constitution.
- G. Accounts for all payments for facility rental or lease and reports same to appropriate county departments.
- H. Responsible for key management and access control for all community resource centers.
- I. Responsible for responding to and tracking work orders keeping facilities in good working order to support asset management and safety.
- J. Coordination with applicable county departments for all approvals required to enter into rental or long term use agreements with external users. Coordination also required on a regular basis with all prospective and existing users including other county departments who utilize the facilities.
- K. Monitors activities and events within community resource centers to ensure users remain in compliance with approved uses and associated agreements.

- L. Serves as the single point of contact for use of community resource centers for all stakeholders, visitors, participants, and users.
- M. Coordination of users to ensure all community resource center activities are complementary and not in conflict with space and services.
- N. Assures that all community resource centers are opened and closed at appropriate times to meet the needs of facility users.

III. ADDITIONAL DUTIES. Other duties may be assigned.

IV. MINIMUM QUALIFICATIONS.

- A. **Education.** Bachelor's degree from an accredited college or university in Accounting, Marketing, HRTM, Business Administration, Public Administration or a related field.
- B. **Experience.** Three (3) years of experience in property management, government programming, or business administration required. One (1) year of customer service experience required. Experience working with public facilities or multiple site property management is preferred.
- C. **Education/Experience Substitution.** In accordance with County Policy.
- D. **Licenses/Certifications.** Must have a valid driver's license and maintain a satisfactory driving record in accordance with County policy.
- E. **Other.** Background check, credit check, and driver's license record check.

IV. ADDITIONAL QUALIFICATIONS.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge and ability to market and negotiate short and long term rental of facilities throughout the county within approved policy, guidelines, and objectives. Utilize best practices for providing expanded and creative use of community resource centers.

Must have skills to plan, organize, coordinate, and market county community resource centers; operate general office and computer equipment; use software including Microsoft Office word processing, spreadsheets and databases; establish and maintain effective working relationships with others. Ability to work independently; have strong interpersonal and communication skills (bilingual preferred); and work effectively within multiple individuals within diverse communities.

Must also have knowledge of federal, state, and county laws, rules, regulations and procedures including American's with Disabilities Act as it relates to accessibility of facilities. Ability to evaluate and monitor national, regional, and local trends with advanced and progressive utilization of community resource centers.

2. FREEDOM TO ACT.

The employee is responsible for independently planning, designing, and implementing programs, projects, studies or other work.

3. GUIDELINES AND JUDGMENT.

Employee must be able to independently act, direct, and carry out assignments and responsibilities.

4. PHYSICAL DEMANDS.

The work is often sedentary. Typically, the employee sits in an office to do most of the work. There will be some walking, driving, standing, bending, carrying of light items up to ten (10) pounds. No special physical demands are required to perform the work.

5. WORK ENVIRONMENT.

Performs essential duties indoors under controlled temperature. Work surface is even, carpeted, tiled and/or a concrete floor. The noise level in the work environment is usually moderate. Frequent site visit to remote facilities with varied access controls. Will occasionally attend meetings or functions in external or field situations where the environment will not be controlled. May be required to work outside of regular working hours during evenings or weekends to accommodate facility user access and monitoring.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

Employee Signature

Date

Print Name

Banner ID