

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Property Management Specialist	REPORTS TO:	Assigned Manager
DEPARTMENT:	Various	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	056 OTBS
ISSUED:	June 13, 2006		

BASIC FUNCTION:

Perform a variety of complex and technical real estate and property management duties as they relate to school property.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assist in managing the district's excess properties program, including developing strategies to put property into production, recommending appropriate use of properties, working with developers and the community on potential uses of properties, and working with appraisers to determine the appropriate value for property leases and sales. **E**

Determine capital improvement needs at leased sites to include budget and project oversight. **E**

Serve as liaison to Advisory Committee on Utilization of Excess School Property. **E**

Administer charter school facilities agreements. **E**

Negotiate and arrange encroachment permits and easements, including determination of fees and conditions for use of properties; monitor compliance with conditions of permit. **E**

Participate in short-term facilities master planning. **E**

Participate in management of redevelopment program. **E**

Represent the District regarding real estate matters at meetings of the City Council, community planning groups, and other organizations. **E**

Prepare correspondence, reports, and documents concerning real estate matters. **E**

Perform related duties as assigned. **E**

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in business administration or real estate and two years of recent, progressively responsible, directly related experience of acceptable level and quality.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expenses allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws, regulations, and district policies pertinent to real estate transactions, redevelopment projects, charter schools, and construction/renovation of school facilities.

Contract law and legal terminology involved in real estate transactions.

Technical aspects of field of specialty.

Oral and written communication skills.

ABILITY TO:

Coordinate a variety of technical activities in accordance with pertinent laws and regulations, such as site renovation/ADA compliance.

Prepare and review real estate contracts and other technical documents.

Work independently with little direction.

Prepare and administer a budget.

Establish and maintain effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Plan and organize work.

Communicate effectively orally and in writing.

Prepare reports and recommendations to the Board and various public agencies.

Direct and participate in the training of clerical assistants.

Read, interpret, apply and explain rules, regulations, policies, and procedures.

Operate standard office equipment including microcomputers and related software applications.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment and outdoor field environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to perform assigned duties; sitting or standing for an extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies and to make field examinations of site conditions; lifting light objects.

Job Code 6660

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