

ASSOCIATE REAL PROPERTY MANAGER

Duties and Responsibilities

This class of positions encompasses the performance of difficult and complex real property management, receivership, relocation and anti-abandonment work in housing and other properties, and buildings owned, managed, or to be acquired by the City, or those at risk of being abandoned, and the supervision of staff performing such work. There are two Assignment Levels within this class of positions. All personnel perform related work.

Assignment Level I

Under direction, with considerable latitude for independent judgment and action, and in addition to performing the work of Real Property Managers, supervises staff engaged in real property work; or performs very difficult and complex real property work in the areas described above. Performs tasks such as the following:

Examples of Typical Tasks

Supervises a group of Real Property Managers (Levels I and II, including at least 3 RPM's at Level II) managing City owned or receivership properties. Assigns, reviews and evaluates work of assigned staff.

Supervises monitoring of the client intake and application process, occupancy levels, building conditions, leasing of vacant space, rent collection and repair activities. Trains managers and assists them in resolving problems. Supervises field operations or a field office.

ASSOCIATE REAL PROPERTY MANAGER (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Performs very difficult or complex property management assignments which require special knowledge of the City's real estate portfolio and/or highly technical knowledge of real estate and related fields.

Prepares and processes lease, license or permit agreements and associated documents for city-managed properties. Reviews financial statements, tax data and related resources to ensure compliance and accuracy. Corresponds with tenants, prospective tenants, licensees, etc., and resolves discrepancies and other issues.

Updates and maintains electronic data to the City's files and data bases, including information reflecting new agreements and changes and modifications of existing agreements.

Reviews and analyzes reports and surveys prepared by staff, and prepares reports and surveys regarding matters such as property management, anti-abandonment activities, building conditions, repair needs, status of rent rolls and vacancy rates in commercial and residential properties. Makes recommendations to improve services. Confers on housing matters with community groups, owners, housing companies, court-appointed administrators, tenant associations, and government officials. Testifies at hearings and court proceedings.

Performs technical and responsible specialized real property functions, such as auditing, debt service collection, and monitoring all aspects of property and liability insurance for publicly owned or publicly aided housing.

ASSOCIATE REAL PROPERTY MANAGER (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Supervises on-site activities such as: consolidation of tenants; rental of apartments in City-owned and City-supervised properties; management of shelters and/or hotels; management of real property; and receivership, client relocation, anti-abandonment field operations, and functions of related City programs.

Performs difficult and responsible work in programs to enhance housing stock and prevent the abandonment of real property.

Serves as a hearing officer on relocation claims.

Assignment Level II

Under general direction, with great latitude for independent judgment and action, in addition to performing the real property management work described above for Assignment Level I at a very difficult and complex level, supervises a large staff engaged in the real property work described above. Performs tasks such as the following:

Examples of Typical Tasks

Supervises and coordinates the work of several Associate Real Property Managers (Assignment Level I) in the management of City-owned and City-supervised properties. Resolves the more difficult rent arrears problems. Conducts training and monitors and evaluates staff performance. Reviews staff reports and submits property reports regularly. May serve in the capacity of the Director in his/her temporary absence.

ASSOCIATE REAL PROPERTY MANAGER (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Performs difficult or complex assignments requiring specialized technical knowledge of real estate and allied fields. Such assignments may include: monitoring, reviewing and researching elements of assigned properties; supervising the leasing of vacant residential and commercial 'In-Rem' properties within the City's real estate portfolio; analyzing large, complex commercial claims and making recommendations for their resolution; preparing difficult cost data surveys to determine the economic feasibility of the disposal, selling or repairing of properties; and analyzing proposed capital improvements.

Represents the agency in meetings with community-based organizations, real estate management firms, tenant associations, court-appointed administrators and government agencies and officials. Testifies at hearings and in court.

Directs field operations in several boroughs for the relocation/consolidation of tenants.

Serves as chief hearing officer to hear appeals for relocation benefits and payments.

May serve as special assistant to a Director of Property Management or other agency manager.

Supervises staff overseeing: the managerial practices of tenant associations in city-owned or managed housing and properties governed by various housing preservation initiatives; and the management company performance in publicly aided housing such as Mitchell-Lama developments.

Monitors rent collections and implementation of approved rent and utility increases. Conducts periodic review of operating expenses to insure fiscal soundness of management procedures.

ASSOCIATE REAL PROPERTY MANAGER (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Reviews reports of staff and authorizes approval of contracts and retainers submitted by housing companies.

Supervises staff performing work to prevent the abandonment of at-risk real property.

Coordinates the work of staff engaged in the City's property portfolio. Coordinates and expedites the development of complex custodial, maintenance and other real property management contracts. Monitors the performance of contractors to insure their adherence to contract specifications.

Oversees sales of City-owned property or the leasing of privately owned property for City use. Establishes procedures for monitoring and controlling the flow of documents required to lease and repair City-owned and City-supervised properties.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and four years of satisfactory, full-time experience in the following: management of residential, commercial, industrial, or waterfront properties, including both renting and operating; or site management or tenant relocation activities in connection with housing or with reconstruction/rehabilitation projects. Such experience must include at least one year of experience supervising other real estate management agents; or

ASSOCIATE REAL PROPERTY MANAGER (continued)

Qualification Requirements (continued)

2. A baccalaureate degree from an accredited college and two years of experience described in "1" above, including the one year of experience supervising other real estate management agents; or
3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. However, all candidates must have the one year of experience supervising other real estate management agents. Education may be substituted for experience on the basis of 60 semester college credits for one year of acceptable experience.

To be acceptable, experience in property management must have included both renting and operating the managed properties. Experience in renting must have included interviewing prospective tenants, qualifying tenants' income and background, and/or assuring that vacancies are ready for occupancy. Experience in operating must have included overseeing maintenance and repair of building operating systems, and overseeing staff to assure that necessary work is properly completed.

To be acceptable, experience in site management must have included on-site rental and maintenance of buildings. To be acceptable, experience in relocation must have included negotiation with tenants to surrender leases for cash consideration or for an alternative site, and determining tenant eligibility for benefits.

Direct Lines of Promotion

From: Real Property Manager
(80112)

To: Administrative Real
Property Manager (10047)