

PROPERTY SPECIALIST I

DEFINITION

Under close supervision, performs specialized work in the administration and analysis of City-wide property management; negotiates and prepares contract provisions; and performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Manager, Supervisor or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

The Property Specialist classification series is responsible for monitoring compliance of contract provisions and negotiating leases for properties; and performing analysis on rates, accounts receivable and financial reviews. Positions in the Property Specialist I/II are flexibly staffed. Incumbents in the class of Property Specialist I are expected to progress with appropriate training, experience, and satisfactory performance to Property Specialist II.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Prepares requests for proposals, lease documents, permits, agreements, and contracts within the framework of existing property management policies and procedures; coordinates contract provisions with other department and City representatives affected by leasing activities.

Performs research; develops and makes recommendations of changes and additions to policies and procedures as they affect new and existing tenants, leases or properties.

Inspects property and reviews recorded sales.

Seeks out qualified real estate developers; assists with negotiations for the development and lease of commercial and industrial properties.

Negotiates leases, permits, agreements, and contracts, and prepares documents for submission to City Council.

Collects market and engineering data on real estate, conducts comprehensive comparable value studies to establish fair market value.

Assists in the formulation of marketing programs and assists with negotiations for the disposition of real property and real property rights as directed.

Coordinates with attorneys regarding compliance, lease development, and other matters including litigation.

Monitors compliance in matters involving all contract provisions, including but not limited to, insurance, payment, performance bonds, tenant-required improvements, and/or Federal Aviation Administration mandates.

Maintains current data-based lease management and billing systems; performs analysis of accounts receivable information and follows through with collection activities.

Assists in the establishment of rates and charges; prepares and interprets financial and statistical analysis.

Coordinates and monitors landlord and tenant required development/improvements.

Performs analysis of accounts receivable information and follows through with the necessary collections activities.

Provides services and assistance to the tenants of the airport.

Performs other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Contract provisions used in lease and operating agreements.

Sources of pertinent market information, and the methods of compiling, analyzing and applying it in the estimation of land and improvement values.

Modern office practices, methods and computer equipment.

Common retail business practices.

Skill/Ability to:

Learn, understand, interpret and apply federal laws and Federal Aviation Administration regulations, orders, and standards affecting the development, use, and management of properties and facilities.

Learn, understand, interpret and apply the principles and practices of property management and airport rate-setting, as applied to the various classifications of airport tenants and users.

Learn, understand, interpret and apply procedures involved in commercial and industrial real estate transactions, title searches and examination, real estate leases, and the principles, practices and laws applicable.

Learn, understand, interpret and apply building construction methods, materials, and plans; principles and practices used in appraising land and building values.

Read and understand maps, plans, specifications and legal descriptions.
Negotiate the disposition of property and property rights.

Market real estate and facilities.

Analyze business proposals and prepare financial, technical and administrative reports.

Collect, compile, and interpret data.

Establish and maintain effective working relationships with the general public, representatives of industrial, commercial and real estate firms, tenants, users, other departments, agencies, and employees.

Communicate effectively verbally and in writing, and prepare clear, concise and comprehensive reports, records and other written documents.

Safely operate a motor vehicle.

Operate modern office equipment including computer hardware and software applications.

MINIMUM QUALIFICATIONS

Education:

Possession of a bachelor's degree from an accredited college or university in aviation management, public administration, business administration, urban planning or closely related field.

Substitution:

Qualifying experience may be substituted for the required education on a year-for-year basis, up to two (2) years. Qualifying experience may include development and management of retail centers, or other types of commercial buildings or aviation related facilities; or experience working for governmental agencies or organizations closely involved with the development and management of commercial facilities.

Special Requirement(s)

Possession and continued maintenance of a valid California Driver's License is required at time of appointment.

Recruitment may be limited to a specific area of expertise as required by operational needs.

Prior to appointment, positions in Airports require successful completion of a Federal Aviation Administration (FAA) 10-year employment history verification, which includes a criminal history records check.

APPROVED: _____
 (Signature on File)
 Interim Director of Personnel Services

DATE: 4/6/2023

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