

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Assistant Property Manager	Department:	Property Management
Requisition Number:	2017196		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$45,160.83 to \$55,196.57 Annually
Date Posted Up:	12/1/17	Date Posted Down:	12/15/17
Time Up:	8:00 am	Time Down:	5:00 pm

SUMMARY

Working under the direction of the Property Manager, the incumbent will oversee the maintenance of all non-structural real property owned by the City, assist departments with all acquisitions and disposals of real property, proactively identify and actively work with departments to dispose of non-strategic real property, insure all real property transactions are captured in MUNIS accurately and completely and maintain a GIS database of all real property to be used by all departments in the City as a resource for development, acquisition and disposal. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Visually inspect all properties when acquired; completely catalog all property attributes required by MUNIS and GIS database, determine type and frequency of maintenance activities and address initial property clean-up issues.
- Coordinate placement of mow contracts for all City and City Utilities properties.
- Regularly visit mow properties to insure mow contractors mow to City standards. Ensures properties are free from debris.
- Resolve complaints from neighborhoods and Neighborhood Code Department regarding City properties.
- Approve (or deny) invoice payment for mowing based on visits and complaints.
- Assists in negotiating terms and conditions for the acquisition of real property and prepares purchase agreements related to the acquisition.
- Knows and follows statutory requirements to acquire real property.
- Prepares or assists in preparing the closing documentation.
- Proactively identifies and actively works with departments to dispose of non-strategic real property.
- Assists in negotiating terms and conditions for the disposal of real property and prepares agreements related to their disposal.
- Knows and follows statutory requirements to dispose of real property.
- Prepares or assists in preparing the closing documentation.
- Researches City records to locate paper streets and alleys.
- Contact neighboring property owners regarding vacating and conveying paper streets and alleys.
- Knows and follows statutory requirements to vacate and convey paper streets and alleys.
- Research public records and internal records to assure City property is properly titled in the City's name.
- In coordination with Controller's office, updates all real property transaction in MUNIS and ensures that all real property records are well documented and captured in MUNIS accurately and

completely.

- Maintains the GIS database, ensuring that the database includes all City owned real property, that the property's attributes are accurate and complete and that the tool is available to all City personnel as requested.
- Reconciles GIS database with MUNIS real property records to ensure that both systems are complete and accurate.
- Communicates effectively both orally and in writing.
- Supports Property Manager with other duties as needed.

MARGINAL FUNCTIONS

Performs other duties as required.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

No staff report to this position

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Completion of a Bachelor's Degree in Business Administration, Marketing or related field; or equivalent combination of education, experience, and/or training;
- Real estate broker license or get licensed within 6 months of employment;
- Sales and marketing experience is desirable.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Ability to understand and apply federal, state and local regulations relating to property management, real estate, and contracting;
- Ability to understand and research deeds, property tax records and ownership documentation.
- Ability to read, interpret and explain surveys, construction plans, appraisals, title reports, environmental reports, contracts, and other legal documents;
- Ability to develop new techniques and methods of property management;
- Ability to express oneself clearly and concisely, orally and in writing, to write reports, direct staff and maintain coordination within the department;
- Ability to establish and maintain effective working relationships with staff members, other government agencies, vendors, and the general public.

LANGUAGE SKILLS

Incumbent has frequent contact with City employees, including Division and Departmental Heads, other professional organizations and the general public. The purpose of these contacts is to gain concurrence on various projects and resolve any problems that may occur during construction, renovations, property sales, etc.

MATHEMATICAL SKILLS

The incumbent must have the ability to apply advanced mathematical concepts such as measurements, heights, acreage, and computations dealing with real estate mathematics. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis. Incumbent must know how to maximize expenditures under budget constraints and be sensitive to the health, safety and quality of life, and needs of City neighborhoods.

REASONING ABILITY

Incumbent works with generally accepted guidelines that are not always clearly applicable. Judgment is needed in selecting the most pertinent guidelines in adapting standard procedures to fit the conditions which include policy creation, creating programs needed to inventory, plan, implement projects and coordinate property sales and purchases. The job's complexity is broad in scope and of substantial intricacy involving many variables and with potential conflicting aspects requiring individual treatment. Incumbent applies accepted practices essential to the day-to-day operation of the position with the purpose and desired results indicated. Deviations from guidelines are discussed at the discretion of the employee. Work may be reviewed for soundness of judgment and conformance with policy.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License if City vehicle is used.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud. Incumbent works inside and outside in normal weather changes, walks in various terrain and may be exposed to hazardous conditions, dust or grease during renovation projects.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.