

PROPERTY MANAGEMENT COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: A Property Management Coordinator is responsible for the City-wide lease administration of City owned and leased properties which includes technical assistance to City staff regarding leases, licenses, billing, rent collection, rent escalators, insurance certifications, and lease renewals. The incumbent in this position negotiates and develops property leases and license agreements; negotiates and coordinates with both public and private entities including utility companies in granting of easements on City property; supports the Finance Department regarding lease excise tax issues and reconciles property tax issues regarding City property; identifies under-utilized assets and seeks disposal or leasing opportunities; prepares documentation, coordinates contracts, and conducts public auction of real property interests in the disposal of excess City properties; coordinates and analyzes appraisals, phase I and II environmental studies, comprehensive asbestos surveys, lease agreements, title reports, escrow settlement statements, and property tax bills; performs annual inspections of all leased and assigned City-owned properties; generates monthly lease invoices; develops and maintains real property inventory and real property lease system, and periodic reconciliation of data and internal and external customers to ensure complete and accurate records; and acquires residential and commercial properties of complex, sensitive, and high dollar value which includes property appraisals, title research, review of legal descriptions, consulting with the client departments on property impacts and values, working with project managers and client departments during design to optimize any needed property acquisitions, works with the City Attorney's office and/or outside attorneys on eminent domain acquisitions, and understands and applies special requirements. This position performs related duties as required.

Distinguishing Features: This class is distinguished from the Real Estate Specialist II class by the complexity of professional lease negotiation and administration work involving lease agreements, property management, and lease terminations. An employee in this classification is expected to exercise considerable independent judgement and discretion in caring for and managing all leased or vacant properties that are owned or managed by the City Real Estate Division. This position is held responsible for negotiating with property owners on behalf of the City, optimizing various lease incomes, and coordinating with the Maricopa County Treasurer and Assessor in order to validate property taxes due or payable and ensure that filing of payment deadlines are met. This class is supervised by the Real Estate Services Supervisor and is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Real Estate, Business Administration, Public Administration, Economics, or a closely related field. Considerable (3 - 5 years) experience in public sector property and/or asset management and lease administration including negotiating and developing leases and licenses.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Master's Degree in Real Estate, Business Administration, Public Administration, Economics, or a closely related field. Good (1 - 3 years) experience reading, interpreting, and writing legal descriptions; developing and maintaining real property inventory; and working with communication cellular carriers is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Responds to inquiries; and negotiates with property owners, lessees, lessors, attorneys, appraisers, and various City staff in a manner that demonstrates mutual respect for all parties. Represents the City to convey information, explain policies, answer questions, outline expectations, respond to complaints, and solve problems. Responds to issues such as (but not limited to): excise lease tax, City lease rates, use and development of City owned properties, and land use plans as they relate to City property. Develops policies and practices for the management of City property. Writes legal descriptions for leases, easements, and deeds and prepares documents for purchase and sale agreements. Prepares clear, concise, written reports of projects completed and/or problems encountered and resolved. Communicates effectively with members of the public having diverse educational backgrounds and values. Assist and advises the City's Attorney's office in reviewing legal documents and concerns related to property ownership or management.

Manual/Physical: Operates a motor vehicle requiring a standard Class D Arizona Driver's License to visit clients and inspect properties. Operates standard office equipment, including a personal computer (PC) and related software. Enters data into a personal computer to maintain records or research information. Observes properties, demolitions, and reconstructions to determine compliance with contractual obligations.

Mental: Reads/interprets appraisals, title reports, phase I and II environmental reports, comprehensive asbestos surveys, project plans and specifications, and other legal documents. Determines appropriateness of lease versus preparing contracts as it relates to land rights. Performs mathematical/statistical computations, financial, and/or cost analysis related to property values, consumer price index increases, and general escalation rate increases. Maintains accounting of funds for projects on specific budgets through documentation and justification of expenditures. Performs periodic audits of the County Assessor's ownership records ensuring that the records accurately reflect the City's ownership interests. Prepares necessary maps, descriptions, and documents for the City Attorney to use in preparing resolutions for City Council. Researches various Real Estate Services Division files, maps, documents, and information resources to answer questions regarding legal descriptions, ownership, location/size of current and future rights-of-way and/or easements, and related real property or Real Estate Services-oriented information. Prepares cost estimates to evaluate the most feasible route selection for planning purposes. Reads plat, quarter sections, and related maps. Identifies City owned properties that may benefit from parcel assemblage; and notifies, coordinates, and works with the County Assessor's office to produce the necessary documentation to allow multiple parcels to combine under one parcel number.

Knowledge and Abilities:

Knowledge of:

property and asset management principles and procedures;
basic budget monitoring procedures and practices;
engineering and terminology relevant to right-of-way/real property acquisition;
title search procedures;
right-of-way/real estate acquisition-oriented research and purchase closing procedures;
residential and commercial leasing, including collection of delinquent accounts;
tenant improvements and related construction procedures;
City, state, and federal laws, regulations, and ordinances governing right-of-way/real property acquisition and eligibility for and amount of relocation allowance; and
City abandonment and/or extinguishment policies and procedures.

Ability to:

work under frequent high-pressure, sensitive deadlines;
perform mathematical calculations, financial, and/or cost analysis in order to compute valuations for real property;
learn job-related material through training regarding property appraisals, purchases, and relocations, as well as asset and property management;
remain current in assigned areas of responsibilities through reading, discussion, continuing education coursework, and other means as directed by management;
read blueprints, schematics, drawings, architectural renderings, contracts, leases, and routine real estate transaction documents, as well as financial statements associated with real estate acquisition and management; and
communicate effectively with the public, staff, and outside vendors to establish and maintain effective working relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 19-200

PAY RANGE: 55
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