

Code: 2191

Title: FACILITIES MANAGEMENT PROPERTY COORDINATOR

SUMMARY: This classification assists, organizes and coordinates the operations, maintenance and leasing of County owned, leased or controlled real properties, to include lease and license agreements and associated fiscal controls and reporting.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Provides assistance during the negotiation of license and management agreements for County properties to maximize generation of revenues;

Assists management with the County leased real property inventory, to include the creation and maintenance of property and management records and other records as necessary;

Assists in the preparation of leases, licenses, contracts and agreements;

Assists County departments with the lease or rental and subsequent operation of properties required for County operations;

Maintains records pertinent to the maintenance and operation of certain properties, and provides periodic, recurring and special reports to Facilities Management (FM) management on the utilization, condition and status of assigned properties owned by or leased from or to Pima County;

Coordinates activities within assigned buildings including but not limited to, scheduling, inspection and setup of shared conference rooms and coordination of additional custodial, security and other services with the approval of FM management;

Participates in the creation, maintenance and disposal of activity and management correspondence, reports, records and associated documentation;

Informs management of building issues and requirements, maintenance and operational in nature;

Prepare maintenance inspection reports as required.

KNOWLEDGE & SKILLS:

Knowledge of:

- Principles and practices of real estate financial accounting;
- Commercial real estate leases and related contracts;
- Principles and practices of building maintenance and operation processes;
- Researching internet websites to determine local business, office and industrial property market rents.

Skill in:

- preparation and comprehension of contracts, leases, licenses and associated legal matters;
- conducting inspections of common and shared areas of facilities;
- resolving issues between lease-holders and other building occupants with direction and support of management; notifying management;
- researching, documenting and reporting building activities;
- organizing and preparing reporting activities both written and oral;
- researching, assisting with the development of legal documents, e.g., leases, contracts, property descriptions, licenses, etc.;
- use of computer-based resources to create, document and report activities, e.g., word processing, databases, project management, etc.;
- communicating effectively, both oral and written.

MINIMUM QUALIFICATIONS: EITHER

(1) A Bachelor's degree from an accredited college or university with a major in business, public administration or a related field, as determined by the Appointing Authority at the time of recruitment and (a) one year of professional level experience in commercial property management (other than residential properties), or (b) the required degree, and one year of experience, negotiating and administering leases and the inspection and coordination of property maintenance, operations and tenant relations.

OR

(2) Five years experience of commercial office, industrial or business property management (other than residential properties), which included negotiating and administering leases and the inspection and coordination of property maintenance, operations and tenant relations.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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