

The Maryland-National Capital Park and Planning Commission

TITLE: Park Property Manager
SERIES: Park Property

GRADE: I CODE: 3530
DATE: 1/13/88

Class Definition

Under direction, manages rental properties (primarily houses, but also office buildings, commercial sites, and farmland) on park land to perform property management work involving considerable responsibility, complexity, and variety. Negotiates lease agreements and maintains property. Performs other related duties as required.

Examples of Important Duties

1. Plans programs. Defines goals and objectives. Develops policies and procedures (e.g., general lease agreement, tenant selection criteria). Obtains appraisals of fair market value. Recommends rental fees for Park Board approval. Oversees leasing of parkland for agricultural use.
2. Supervises staff. Oversees the work of unit staff. Evaluates work and counsels staff on ways to improve performance. Selects and trains staff. Initiates disciplinary action. Approves time cards and leave requests.
3. Manages budget. Prepares annual budget request. Monitors revenues and expenditures. Controls expenditures in accordance with approved budget. Obtains bids and price quotes.
4. Responsible for the advertisement of properties in Commission newsletters and local media. Answers inquiries about rental properties. Screens applications and negotiates leases. Selects tenants.
5. Manages properties. Supervises and controls efforts to collect security deposits and rental fees (often by payroll deduction). Enforces lease agreements. Arranges for demolition of structures which are no longer of value to department.
6. Maintains properties. Supervises inspection efforts and the processing of tenant requests and maintenance. Is responsible for all of the properties meeting code and maintained in a safe condition. Approves estimates of staff, equipment, materials, and supplies needed for projects. Assigns work orders to staff. Obtains permits. Coordinates projects with other Commission units and government agencies. Reviews and approves preventive maintenance plans. Interprets leases to fix responsibility for various actions.
7. Supervises record maintenance, records of lease agreements,

The Maryland-National Capital Park and Planning Commission

TITLE: Park Property Manager
SERIES: Park Property

GRADE: I **CODE:** 3530
DATE: 1/13/88

Examples of Important Duties (Continued)

revenues and expenditures, maintenance work performed, time cards, and inventory of property. Writes periodic administrative reports.

8. Plans and directs renovation of significant properties including historic sites.

Important Worker Characteristics

- A. Knowledge of (1) business administration; (2) Commission organization*; (3) Commission policies and procedures*; (4) equal employment opportunity; (5) Merit System regulations; (6) parks*; (7) property management; (8) safety; (9) supervision.
- B. Skill in operation of (1) auto; (2) calculator; (3) camera; (4) photocopier; (5) typewriter.
- C. Ability to (1) apply principles to solve practical problems; (2) calculate fractions, decimals, and percentages; (3) read reports and correspondence; (4) write reports and correspondence; (5) use proper spelling, punctuation, and grammar; (6) speak clearly; (7) organize work efficiently; (8) provide courteous service.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's degree which included, or was supplemented by, some college level courses in real estate, property management, park management, or related subjects; or four years of progressively responsible experience in property management; and
2. Four additional years experience in real estate property management, or park management; or
3. An equivalent combination of education and experience.
4. Valid Maryland driver's license or the ability to acquire one.

Working Conditions

Works in office. Works occasional evenings, weekends, and holidays. On-call 24 hours.