

Summary of Duties: Plans and directs, or assists in planning and directing a comprehensive program of real property acquisition, leasing, development, appraisal and management in a department; and does related work.

Distinguishing Features: A property Manager is responsible for planning and establishing real property programs, and for the technical propriety of real estate transactions. Assignments are received in terms of directives and policy statements and the work is reviewed in terms of overall effectiveness. The work requires the establishment of procedures and the negotiation of agreements with a variety of property owners, tenants, legal representatives, and various governmental jurisdictions.

Examples of Duties: Makes analytical studies and recommendations concerning all department real estate activities; develops and administers a comprehensive program of real property appraisal, acquisition, rental, and sale; establishes work procedures and conducts difficult negotiations with property owners, brokers and agents of utilities and other companies, commercial enterprises such as air, surface or water transportation lines, and various governmental jurisdictions for the use, acquisition, leasing rental, and sale of land, facilities, rights of way, and other interests; appraises and forecasts the value of property contemplated for acquisition, lease, rental, or sale; inspects land, facilities, and improvements and secures and analyzes data on costs of buildings and other structures; determines rates of depreciation and obsolescence to apply in valuations;

Maintains inventories of real estate and the current status of all uses and leases of department property; develops a master plan for the maximum utilization of all department properties, including a program for attracting the most desirable tenants and industry; reviews financial capability of existing and prospective tenants; develops a program to yield appropriate economic returns from properties; consults with attorneys in preparing drafts of leases and agreements; recommends standards of construction and makes recommendations regarding facilities to be erected by leaseholders with a view toward their residual value upon completion of leaseholds;

Recommends new or expanded activities to attract tenants and lessees; prepares brochures and makes contacts to secure tenants and lessees for property available for lease; coordinates land management matters with tenants and lessees; checks to see that tenants conform to lease provisions concerning use of department property and facilities, insurance, and dates of readjustment and lease termination; consults with lessees and tenants regarding problems and assists in solving the problems; makes recommendations on readjustment of land and facility rentals and leases; makes recommendations on zoning and rezoning of department and contiguous property; advises management on

matters concerning the evaluation of department property; supervises a professional staff, including the interviewing, selection, training and discipline of employees; prepares and administers a budget, which may include maintenance and repair work; and may have responsibility for concessions;

Employees in this class may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the statutes, ordinances, and other legal provisions governing the acquisition, lease, rental, sale and management of municipal real property; a good knowledge of the laws, procedures and instruments involved in the transfer, rental or lease of real property; a good knowledge of the practices and procedures involved in appraising real property for public use and in negotiating for property interests; a good knowledge of the values and costs of land and buildings and their trends in and held by the City of Los Angeles; the ability to apply sound supervisory and administrative principles and practices, including labor relations, affirmative action and equal employment opportunity concepts and the ability to communicate effectively orally and in writing.

Two years of experience in a position at the level of Senior Real Estate Officer performing duties in the appraisal, acquisition, development, leasing or management of commercial or industrial property; or four years of experience in a position at the level of Real Estate Officer performing duties in the appraisal, acquisition, development or management of commercial or industrial property is required.

Physical Requirements: Strength to perform lifting up to 5 pounds and occasionally over 15 pounds; good working and hearing ability and good eyesight.

Persons with certain handicaps may be capable of performing the duties of some of the positions in this class. Such determination must be made by the Medical Examiner on an individual basis.

As provided in Civil Service Commission Rules 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.