

**DESCRIPTION:** Under administrative direction, assists in developing and executing strategic plans while managing operations and staff in the functional area of statewide property management for the State Building Division. Ensures optimal utilization of existing state owned and leased facilities in accordance with statute. In this single position class, work is performed under guidelines established by the division administrator and the policies and procedures of the agency; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This is a single position class located in the State Building Division responsible for all building and space leasing activities on a statewide basis.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops, implements, coordinates and evaluates programs, policies and goals regarding utilization of state owned and leased property. Researches, analyzes, develops, recommends and implements new policies, procedures, processes and/or initiatives working towards continuous improvement of the property management program ensuring optimal utilization, operational, and economic efficiencies. Conduct research and analysis to recommend potential construction of new facilities and/or potential facility/land acquisitions.

Coordinates state agencies' leasing needs to maximize efficiencies, obtains leased space for state agencies, ensures agencies are billed appropriately for space; enforces policies to ensure compliance with state statute and lease agreements. Establishes and maintains positive business relationships with property program customers and resolves customer or vendor issues concerning billings, payments, and space utilization.

Develop and manage request for proposal (RFP) process, bid review/analysis, selection and bid award process for obtaining required lease space; negotiates terms, conditions, and costs for the development of the initial lease(s) and any renewal options, sets lease rates for agencies.

Implements policies and procedures for the Vacant Buildings & Excess Land (VBEL) Act. Coordinates disposal of vacant buildings and excess land through sale/lease/demolition of any property as directed by the VBEL Committee.

Maintains state owned and leased land inventory; assists the Division of Risk Management to ensure replacement values are developed in conjunction with the building insurance program, develops legislative proposals affecting the State Property Program, presents and defends property program during budgetary and legislative processes.

Provides fiscal oversight and management for the Division including but not limited to; preparing Building Renewal Assessment Rates, biennial budget development process, monitoring expenditures, revenues, cash and invoices of division; prepares, reviews, and approves financial documents to be sent or transmitted to the agency's central finance office.

Assigns, reviews, and coordinates work of assigned staff including but not limited to training, hiring, conducting performance evaluations, handling disciplinary action, approving time sheets.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed at entry level to perform the work assigned.)

Knowledge of: Property management, leasing, or commercial real estate including negotiating lease terms, property acquisition and management; finance or accounting practices and principles relating to property management or real estate market analysis methods; landlord/tenant laws; development of long-term property use; marketing plans.

Skill in: Researching, analyzing and summarizing data; recommend effective courses of action; organizing and preparing written and oral reports; negotiating terms and conditions.

Ability to: Communicate; develop, initiate and evaluate programs; research and analyze complex issues and to develop and implement effective courses of action; analyze and negotiate leases; exercise good judgment and make decisions; develop, implement, coordinate and evaluate programs, policies and goals; research and analyze complex property management and leasing issues to develop recommendations and implement an effective course of action; draft and monitor contracts; prepare financial and legal documents; negotiate lease and biennium budget rates optimizing utilization and financial outcomes.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in business administration, accounting, or finance or other related discipline AND 5 years of progressively responsible experience in property management, leasing, or commercial real estate plus experience with applying finance or accounting practices and principles. Experience can be substituted for education on a year for year basis.

**SPECIAL NOTES:**

Travel may be required.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).