

LANCASTER COUNTY  
FACILITIES AND PROPERTIES DIRECTOR

NATURE OF WORK

This is highly responsible professional and technical work supervising the Property Management Department in the management, maintenance, rental and preservation of County and City property assigned to the Public Building Commission. This is an unclassified position.

Work involves responsibility for managing and maintaining assigned property, negotiating lease agreements, establishing rental rates, and obtaining and evaluating fair and accurate real estate appraisals. Work includes overall responsibility for maintaining the County-City Building and other assigned buildings including supervising all phases of building construction, repair, maintenance and cleaning activities. An employee in this class will work with designated architectural and engineering firms in developing specifications for renovation and construction of assigned properties. Work also involves receiving and accounting for rental receipts; analyzing assigned property as to its surplus nature; purchasing products and services necessary for maintaining and repairing assigned property; supervising the payment and disbursement of funds; and preparing the Property Management and Public Building Commission budgets and monitoring budgetary expenditures. Work is performed under the general policy direction of the County Board in fulfilling the duties of the Properties and Facilities Director, including the management, maintenance, rental, and preservation of County owned property. Work is performed under the general policy direction of the Public Building Commission in fulfilling the duties of the Public Building Commission's Building Administrator, including the management, maintenance, rental, and preservation of property assigned to the Public Building Commission. The incumbent is held accountable for the duties and responsible for results achieved.

EXAMPLES OF WORK PERFORMED

Supervise all phases of building maintenance, repair and cleaning activities of assigned buildings and real estate, including reviewing and negotiating maintenance contracts, approving the payment of bills incurred, establishing specific guidelines for the maintenance staff, developing a preventative maintenance program, analyzing requests for renovation and supervising bid letting and subsequent construction.

Manage and maintain assigned properties in a safe, sanitary and habitable condition including supervising maintenance and repair activities; work with designated architectural and engineering firms in developing specifications for renovation and construction of assigned properties.

Establish rental rates; receive and account for rental receipts, payments and disbursements; prepare the departmental budget and monitor budgetary expenditures.

Obtain and evaluate fair and accurate real estate appraisals; negotiate lease agreements for assigned property.

Purchase products and services necessary for maintaining assigned property.

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Prepare reports for public improvement projects, including alternatives relating to cost and effects; collect, correlate and submit data for environmental impact studies and public hearings.

Advise the Public Building Commission on matters of policy/administration; direct the preparation of information for the use of the Public Building Commission in making programmatic/policy decisions; brief the Public Building Commission on issues requiring Public Building Commission action; attend Public Building Commission meetings, take part in discussions/recommends measures for adoption; direct preparation of meeting agendas, inform the Public Building Commission of pertinent items on the agenda which require particular attention and/or concern.

Perform special assignments or duties as assigned by the County Board in fulfilling, as well as the Public Building Commission in fulfilling the duties of the Public Building Commission's Building Administrator.

### DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of local real estate practices and laws, property management functions, and property identification and location systems.

Thorough knowledge of real estate property management functions including renting, maintaining, insuring and selecting tenants.

Some knowledge of mechanical and structural engineering principles in understanding plans and specifications.

Some knowledge of governmental practices relating to public improvements.

Ability to prepare or supervise the compilation of reports covering real estate holdings by type, value, rental income and location.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with County and City officials, co-workers, employees, realtors, tenants, visitors, and the general public.

### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business administration, public administration or related field, plus five years of experience in property management and maintenance; or any equivalent combination of training and experience that would provide the desirable knowledge, abilities and skills.

### DESIRABLE SPECIAL REQUIREMENT

Certified Property Manager designation from the Institute of Real Estate Management is desirable at time of appointment.

Possession of a valid Nebraska Real Estate Broker's License is desirable at time of appointment.

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