

LANCASTER COUNTY
FACILITIES AND PROPERTIES ASSISTANT DIRECTOR

NATURE OF WORK

This is highly responsible administrative and professional work assisting in the management and operations of the Lincoln Lancaster County Public Building Commission. Primary responsibilities include assisting in planning, directing, and coordinating all activities of the Public Building Commission. In conjunction with the director, the position is responsible for the management and operation of assigned Public Building Commission Buildings as well as some identified City and County properties.

Work involves responsibility for managing and maintaining assigned property, assisting in negotiating lease agreements, establishing rental rates, and preparing fair and accurate real estate appraisals, separately owned by the County or City. Work includes assigned responsibility for maintaining all Buildings under the Public Building Commission's control and other buildings including assisting in the supervision of all phases of building construction repair, maintenance and cleaning activities. An employee in this class may work with designated architectural and engineering firms in developing specifications for renovation and construction of assigned properties. Work may also involve 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 departmental budget and monitoring budgetary expenditures. Work is performed under the general direction of the Facilities and Properties Director with the incumbent being held accountable for the duties and responsible for the results achieved.

EXAMPLES OF WORK PERFORMED

Assist in the supervision of 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 as assigned.

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.

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

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

Purchase products and services necessary for maintaining assigned property.

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.

7242 LANCASTER COUNTY FACILITIES AND PROPERTIES ASSISTANT PAGE 2 DIRECTOR

Assist in managing an environmental division which provides the Public Building commission as well as other County and City departments environmental services, testing and consulting.

Assist in managing the parking garage(s) and lots, building services and custodial activities for all occupied facilities.

Assist in budget preparation as directed.

Assist in the preparation of request for, or initiates, improvements, additions or changes to Building Commission's property, makes recommendations to the Commission.

Assist the director in negotiating administering and overseeing contracts and service agreements for building operations and construction activities. Evaluate and maintain Building Commission compliance with local, state and federal rules, regulations and laws.

Serve on committees or task forces as assigned by the director Develops policies and objectives as assigned.

Directs the implementation and coordination of security systems and controls.

Perform special assignments or duties as assigned by the director.

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.

Knowledge of accounting procedures, budget preparations and modern management record keeping techniques, including use of the computer.

Knowledge of the principles of supervision, organization and administration.

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

Some knowledge of governmental practices relating to public improvements.

Ability to perform technical research, provide independent analysis, and to interpret guidelines and regulations.

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.

7242 LANCASTER COUNTY FACILITIES AND PROPERTIES ASSISTANT PAGE 3
DIRECTOR

Ability to establish and maintain effective working relationships with City and County Division employees, realtors, tenants and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in business administration, public administration or related field, including specialized coursework in real estate appraising or management and six years of experience in real estate, property management and maintenance.

MINIMUM QUALIFICATIONS

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

DESIRABLE SPECIAL REQUIREMENT

Certified Property Manager designation from the Institute of Real Estate Management or comparable designation from Building Owners and Managers Association is desirable at time of appointment.

NECESSARY SPECIAL REQUIREMENT

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

PS7242