

	THE CITY OF KEY WEST Job Description	NON UNION, EXEMPT POSITION	
		NEW	3/10
POSITION	SENIOR PROPERTY MANAGER	MIN. ANNUAL SALARY	\$72,547.00
DEPARTMENT	PORT		
JOB CODE	43880	GRADE	N50

PHYSICAL LOCATION:

- Various City office locations as appropriate

REPORTING RESPONSIBILITIES:

- Assistant City Manager or Designee

GENERAL FUNCTIONS:

- Incumbent has primary responsibility and accountability for directing and managing the operational and financial performance of leased City owned properties. Position shall exercise authority over all activities including development and implementation of fully documented operating procedures, negotiation of upland and marina leases, submerged land leases, port contracts, contracted services, construction projects.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to perform duties of this description
- Able to work a forty (40) hour work week and additional hours as required.
- Able to use equipment and/or materials as specified in this job description
- Computer literate and keyboard/mouse proficient in Microsoft Office software
- Able to see and hear well enough to perform the duties of this job description
- Able to physically maneuver around water, docks, marinas
- Must be able to pass background check in accordance with State and Federal guidelines.

EQUIPMENT TO BE USED:

- Computer and related software, standard office machines and two-way radio.

ENVIRONMENT:

- Inside in air conditioned and non-air conditioned facilities and outside in all types of weather.

PHYSICAL REQUIREMENT:

- Standing 20%
- Climbing 15%
- Bending 15%
- Reaching 15%
- Walking 20%
- Lifting 15%

DUTIES/TASKS/JOBS:

- Develop marketing plans and revenue opportunities to maximize gross income.
- Staffing plans to create efficient, productive, pro-active operations
- Implementation of a work order system for all maintenance activities that includes preventive maintenance, staff scheduling, tracking and close out with productivity reporting.
- Responsible for accurate and timely records and reports submitted by staff both financial and otherwise.
- Oversee preparation of bid specifications for equipment to be purchased and/or work to be accomplished within area of responsibility.
- Total responsibility and accountability for the financial operation of areas of responsibility including lease administration, real estate, financial and management reporting, tenant relations and managing subordinate staff.
- Manage the daily operations of KW Bight, Garrison Bight and Ferry Terminal
- Build staffing plans and manage employees to ensure maximum efficiency, productivity, and accountability.
- Responsible for overseeing all budgeting, accounting and financial reporting including operational and lease audits and asset management plans; maximizing the value and improving the quality of City owned assets through long term strategic plans and re-development of city properties and ports by identifying and implementing the highest and best use those assets; control operating expenses.
- Work pro-actively with the Key West Bight Management District Board and the Caroline Street Redevelopment Area to accomplish long term re-habilitation and re-development plans.
- Oversee and conduct real property negotiations, including leases, lease amendments and use permits; directs the administration of leases and tenant relations.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Ability to organize and manage in a team manner, fostering good working relations between divisions, departments and /or agencies.
- Ability to establish and maintain good and effective working relationship with employees, agencies, private contractors, consultants and general public.
- Knowledge of public sector worker practices as well as personnel management, public sector budgeting/finance, business/office administration and ability to apply this knowledge.
- Experience in working with outside professionals including property appraisers, tax assessors, risk managers and underwriters, consultants, and experts in various fields relative to optimizing operations.
- Knowledge and experience in dealing with federal, state and city regulations affecting Florida Real Estate and their operation.
- Demonstrated ability to successfully negotiate and administer leases and contracts working closely with legal counsel in creation and revision of legal documents.
- Ability to effectively communicate and achieve results while working with all citizens, city elected officials and department heads.
- Ability to plan, direct and supervise operations and activities in areas of responsibility.
- Ability to analyze facts and exercise sound judgment in decision making.
- Considerable knowledge of the applicable laws, regulations and procedures related to property management and contract administration.
- Experience in public sector construction project planning and inspection, contract administration, dealing with City ordinances, resolutions, rules, regulation and politics.
- Ability to work closely with grant writers in submitting, obtaining, administering and providing accountability for port or property re-development related grants.
- Bachelor's Degree in Management, Business administration, Finance, or a field related to the duties of the position or equivalent level of education and experience; seven years of progressive management level experience; five years relevant experience in property management.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgments" and, if hired, that I can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION
VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

**Apply at: City Hall Office of Human Resources
525 Angela Street, Key West FL 33040
Office Telephone: (305) 809-3714**