

## **General Services Property Management Associate**

### **Non-Civil Service Position**

**Open Date:** July 14, 2017

**Closing Date:** September 14, 2017

#### **Position Overview**

The Property Management Associate functions as a member of the General Services Administration Division that will assist in many functions that result in a positive outcome for the Department of General Services (DGS). The successful applicant will enter property management leases & space consolidation data into the Real Estate and Space Planning module of the ARCHIBUS facility software system. The applicant will not be limited to the Real Estate Module of ARCHIBUS, but will input reporting and responsible agency data into Real Property Database.

The successful applicant will formulate, collect, and analyze building and utility expenditures of DGS buildings. The successful applicant will be tasked to convene a monthly Energy Measures Meeting by providing data and all pertinent information to the group for recommendations to DGS buildings to operate effectively and efficiently.

The successful applicant will tour DGS facilities to determine if any maintenance work is required, and will address his/her findings with DGS. The applicant will establish and maintain positive relationships with DGS customer agencies in DGS internal service fund buildings. The applicant will assist in objectives from DGS Space Utilization, such as, helping DGS Staff formulate floor plans in determining a departments' location in a DGS facility. The applicant will complete DGS task that derive from a monthly meeting with the Director and Chief of Staff of DGS.

#### **Education and Experience**

AA Degree preferably with courses in Business Administration, Public Administration, Management, Real Estate Administration, or related field from an accredited college or university and 1 year of experience in professional-level administrative, operations, or technical work. Previous work lead experience may be required.

#### **Equivalencies**

An equivalent combination of education and experience.

#### **Licenses, Registrations and Certifications**

A valid Maryland Class C Noncommercial driver's license or an equivalent driver's license and eligibility to obtain a Baltimore City driver's permit may be required.

#### **Compensation**

The salary for the position is \$9.25 - \$14.68 per hour, commensurate with level of experience.

**The desirable candidate must possess:**

- Knowledge of real estate practices and procedures.
- Knowledge of the principles and techniques of real estate appraisals.
- Knowledge of the principles and practices of public and business administration and management, including the process of planning, organizing, staffing, directing and controlling.
- Knowledge of methods and procedures for the collection or organization, interpretation and presentation of information.
- Ability to work well with others.
- Ability to effectively communicate orally and in writing.
- Ability to compute cost estimates.
- Ability to use facilities management software and Microsoft Office Suites
- Ability to identify problem areas and recommend appropriate solutions based on logical consideration of alternatives.
- Ability to interpret and apply a variety of laws, rules, regulations, standards and procedures.
- Ability to prepare and present reports or recommendations clearly and concisely.
- Ability to compile financial and operational data and to analyze charts and reports and statistical and budgetary statements.
- Ability to coordinate the activities of various organizational units.
- Ability to plan, organize and direct the work of others.
- Ability to research and write complex narrative and statistical reports
- Ability to speak and testify effectively before governmental and legal bodies and commissions, the media and community and business groups.
- Ability to establish and maintain effective working relationships with city officials, community and business groups.

Work hours are Monday-Friday from 8:30am - 4:30pm.

For consideration, please send resume referencing the job title to:

**General Services Property Management Associate**

**Attention: Nick Fontanez  
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