



City of Los Angeles

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City of Los Angeles Personnel Department

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PROPERTY MANAGER

Class Code: 1964

Open Date: 02-21-14

ANNUAL SALARY

\$100,370 to \$124,695; \$111,561 to \$138,622; \$120,811 to \$150,127 and \$134,341 to \$166,915.

The salary in the Department of Water and Power is \$110,350 to \$137,098; \$120,247 to \$149,396; and \$144,990 to \$180,152.

Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

NOTE:

For information regarding reciprocity between City of Los Angeles departments and LADWP, go to: http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.

DUTIES

A Property Manager plans and directs, or assists in planning and directing a comprehensive program of real property acquisition, sale, leasing, development (which may include pre-development and redevelopment), appraisal, and management in a department.

REQUIREMENTS

1. Two years of full-time paid experience in a class at least at the level of Senior Real Estate Officer with the City of Los Angeles performing duties in the appraisal, acquisition, sale, development (which may include pre-development and/or redevelopment duties), or management of commercial, industrial or watershed property; or managing tenant relationships, oversight of leasing and property management/maintenance, or developing and oversight of concessions; **or**
2. Four years of full-time paid experience in a class at least at the level of Real Estate Officer with the City of Los Angeles performing duties in the appraisal, acquisition, sale, development (which may include pre-development and/or redevelopment duties), or management of commercial, industrial or watershed property; or managing tenant relationships, oversight of leasing and property management/maintenance, or developing and oversight of concessions; **or**
3. For qualifying work experience gained outside of the City of Los Angeles, five years of full-time paid experience performing duties in the appraisal, acquisition, sale, development (which may include pre-development and/or redevelopment duties), or management of commercial, industrial, or watershed property or managing tenant relationships, oversight of leasing and property management/maintenance, or developing and oversight of concessions. Two of the required five years of experience must be in a supervisory capacity managing a staff engaged in related activities.

NOTES:

1. Applicants seeking qualification under Requirement #3 must list their supervisory experience and dates separately on their application.
2. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
3. Some positions may require a valid California driver's license. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.

WHERE TO APPLY

Applications will only be accepted online. **When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** Online job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATION DEADLINE

Applications must be received by **THURSDAY, MARCH 6, 2014.**

SELECTION PROCESS

Examination Weight: Interview **100%**
Essay **Advisory**

The examination will consist entirely of an evaluation of experience and personal qualifications by interview. In the interview, emphasis may be placed on the adequacy of the candidate's experience and background in providing an understanding of the knowledge of: statutes, ordinances, contracts, financing, financial records, financial calculations and legal terms and documents governing the acquisition, lease, rental, sale and management of municipal real property; City, State, and Federal laws, procedures and instruments involved in the transfer, rental or lease of real property; the practices and procedures needed to appraise real property for public use, determine condition of structures and improvements, and negotiate property interests; legal requirements and procedures set forth in the City Charter and Administrative Code; the ability to manage the activities of professional staff engaged in negotiating and managing acquisitions, leases, permits and divestitures of commercial and industrial lands or water facilities; work effectively with individuals at the highest level of government and business; apply sound supervisory and administrative principles and practices, including labor relations and equal employment opportunity; communicate effectively orally and in writing; and other necessary skills, knowledge, and abilities.

At the time of the interview, candidates will be required to prepare some written material related to the duties of a Property Manager. This material will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate.

Candidates will be notified later by mail of the date, time and location of the interviews, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **APRIL 28, 2014 to MAY 9, 2014.**

NOTES:

1. This examination is based on a validation study.
2. Appointment to a position in this class is subject to a one-year probationary period as provided by Section 1011 of the Los Angeles City Charter.
3. Candidates will accrue seniority credit at the rate of 0.10 of a point for each year of service in those City classes which provide qualifying experience for this position. A maximum of one point will be added to the score of the candidate.
4. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
5. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
6. A final average score of 70% is required to be placed on the eligible list.
7. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.