



City of Los Angeles

A great place for a career

City of Los Angeles Personnel Department

per.lacity.org

PROPERTY MANAGER

Class Code: 1964

Open Date: 05-27-16

(Exam Open to Current City Employees)

ANNUAL SALARY

\$95,088 to \$135,282; \$105,695 to \$150,378; \$114,464 to \$162,864; and \$127,243 to \$181,071.

The salary in the Department of Water and Power is \$112,543 to \$139,833; \$122,649 to \$152,382; and \$147,913 to \$183,764.

NOTE:

1. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
2. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
3. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

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 property management in a department.

REQUIREMENTS

1. Two years of full-time paid experience in a class 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, leasing activities and property management/maintenance, or developing and oversight of concessions; **or**
2. Four years of full-time paid experience in a class at the level of Real Estate Officer with the City of Los Angeles performing duties in the appraisal, acquisition, sale, leasing, development (which may include pre-development and/or redevelopment duties), or management of commercial, industrial or watershed property; or managing tenant relationships, leasing activities 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, leasing activities 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 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.
2. Applicants seeking qualification under Requirement #3 must list their supervisory experience and dates separately on their application.
3. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

WHERE TO APPLY

Applications will only be accepted on-line. When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon. On-line job bulletins are available at <https://www.governmentjobs.com/careers/lacity/promotionaljobs> for Promotional Examinations.

NOTE:

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

APPLICATION DEADLINE

Applications must be received by **THURSDAY, JUNE 9, 2016.**

SELECTION PROCESS

Examination Weight: Essay Advisory
Interview 100%

The examination will consist entirely of an interview. In the interview, emphasis may be placed on the evaluation of the nature and adequacy of the candidate's experience, training, and professional development as they have provided the knowledge of: terms and vocabulary related to property management; terms used in contracts to describe various relationships and obligations between landlords and tenants; terms describing various financial arrangements; short range and long range factors affecting the value of property for sale, rent, or lease or being considered for acquisition; title documents and records; building and safety permits issues, and previous sale prices; types of contracts and/or special contract provisions commonly used for rental, lease, sale, or acquisition of property; techniques of negotiating terms of contracts; types of indemnity and insurance; environmental responsibilities; types of compensation; mathematics sufficient to calculate such quantities as annual income, operating costs, areas, and percentages; safety principles and regulations such as OSHA and other regulatory safety requirements; principles of supervision; supervisory techniques as used to manage subordinates; disciplinary steps, penalties, and procedures as set by Department policies; and the ability to: use tables, calculator functions, computer software, and refinance and appraisal methodology sufficient to calculate compound interest, amortization periods, and depreciation; gather, analyze, and use data along with other management tools; identify factors which could expose the City to legal actions or claims; identify special training needs and/or limitations of subordinates; plan work assignments for property management staff and to assign priorities for various tasks and jobs; communicate orally to proficiently discuss complex real estate matters, obtain information, or to explain applicable laws, codes, regulations, and conditions of contracts; interact with others with clarity, perseverance, patience, and tact; communicate orally for the purpose of persuading others to adopt a specific opinion or course of action; make formal presentations and/or speak before groups; write material such as memos, instructions, and reports; explain procedures and methods of performing tasks; supervise personnel; communicate in writing complex real property transactions or actions; write narrative reports and study findings in order to report findings, explain information, support or make recommendations and decisions; and other knowledge, skills, and abilities.

At the time of the interview, candidates will be required to prepare some written material relating to the duties of a Property Manager. This essay 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 who fail to complete the advisory essay may be disqualified. Candidates may anticipate that PC's (personal computers) will be made available to type their advisory essay response.

Candidates will be notified by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **August 1, 2016 to August 12, 2016.**

NOTES:

1. This examination is based on a validation study.
2. Appointment to this position is subject to a one-year probationary period under the provisions of Charter Section 1011.
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.
8. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.

Notice:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

**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.