NEW AUG 0 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Property Management Specialist 2	CODE: 84532C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from section administrator, monitors & oversees property management & office operations, ensures required property inspections are performed, administers rodent control & vandalism protection programs, performs on-site inspections of regional property management operations, maintains regional compliance with departmental policy & procedure, serves as liaison with representatives of local, state &/or federal agencies & general public & performs variety of administrative tasks; may act as lead worker over lower-level property management specialists;

-PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	40-60	Monitors & controls property management & office operations (e.g., administers accounting & bookkeeping system to insure rental money is receipted & accounted for; insures maintenance expenses are necessary & reasonable; reviews & processes repair bills; investigates claims; oversees rental income; implements review of regional office accounts to verify income & monthly expenses & maintenance of accurate rental records), insures required property inspections are performed (e.g., safety, structure, heating units, pre-occupancy), administers rodent control program & implements protection procedures against vandals & scavengers.	Knowledge of (1) agency, state &/or federal statutes, rules, regulations, policies &/or procedures applicable to resources development & real estate administration*, (2) supervision*, (3) real estate/property management, (4) public relations; ability to (5) define problems, collect data, establish facts & draw valid conclusions, (6) calculate fractions, decimals & percentages, (7) understand manuals & verbal instructions technical in nature, (8) gather, collate & classify information about data, people or things, (9) handle sensitive inquiries from & contacts with officials & general public.
2	20-40	Performs on-site inspections of regional property management operations, oversees regional compliance with departmental policy & procedure including both verbal & written communication with regional offices; coordinates activities with other departmental personnel (e.g., relocation agents, property agents); assists in preparation of special lease agreements; maintains liaison with representatives of local, state &/or federal agencies & private individuals; resolves special &/or unusual problems.	Knowledge of 1*, 3, 4; ability to 5, 6, 7, 8, 9. *Developed after employment

(1987) 123:1-7-17

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
Requires travel.	300 hrs. training in real estate/property management (or 3 mos. exp.); 300 hrs. training in public relations (or 3 mos. exp.); or equivalent.	On-job-training.

NEW AUG 0 1997

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CLASS TITLE: Property Management Specialist 2

CODE: 84532C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	10-30	Performs variety of administrative &/or record maintenance tasks (e.g., prepares lists of acquired structures for sale or demolition; compiles lists of reputable contractors for maintenance repairs; maintains mailing list on all projects of parties interested in bidding on structures; maintains records of real estate taxes due on state owned rental properties; prepares eviction notices; periodically checks card files & implements procedures for delinquent accounts; writes reports on all complaints received by office in regard to state owned properties).	Knowledge of 1*, 3; ability to 5, 7, 8, 9, (10) prepare meaningful, accurate & concise reports.

(180)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Property Management Specialist 2

CODE: 84532C