

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**  
Property Management Specialist**SERIES NO.:**  
8453**MAJOR AGENCIES:**  
Natural Resources**EFFECTIVE DATE:**  
01/09/2005**SERIES PURPOSE:**

The purpose of the property management specialist occupation is to perform inspections & property management activities, complete required documentation & administer property management protection programs for property acquired by state for right of way purposes in advance of highway construction or coordinate lease program for state owned property.

Note: Class series shall not be used to allocate positions in the Ohio Department of Transportation. See Realty Specialist, 8452 series.

**CLASS TITLE**

Property Management Specialist

**CLASS NUMBER**

84531

**PAY RANGE**

28

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of real estate & property management, federal & state regulations & agency policies & procedures pertaining to property management & real estate administration in order to monitor & control property management & office operations to ensure that accounting & inspection activities are performed in timely & appropriate manner, administer property protection programs & ensure that regional activities comply with departmental policy & procedure.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Property Management Specialist	84531	14	01/09/2005	28

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

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.

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.

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 of parties interested in bidding on structures for all projects; 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 pertaining to state owned properties).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of agency, state &/or federal statutes, rules, regulations, policies &/or procedures applicable to property management & real estate administration\*; principles of real estate/property management; arithmetic to include fractions, decimals & percentages; public relations. Ability to define problems, collect data, establish facts & draw valid conclusions; understand manuals & verbal instructions, technical in nature; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public; prepare meaningful, accurate & concise reports.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

6 mos. trg. or 6 mos. exp. in real estate/property management; 3 mos. trg. or 3 mos. exp. in public relations; must provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel.