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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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LOURDES A. LEON GUERRERO
Governor (Maga'hága)
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Lt. Governor (Sigundo Maga'láhi)

November 16, 2023

HRD No.: 23-440

MEMORANDUM

To: Personnel Services Administrator, Human Resources Division

From: Personnel Specialist IV, Classification and Pay Branch

Subject: Notice of Proposed Creation of Position
RE: Property Site Manager (DOA)

Buenas yan Hafa Adai! This is to request your approval to prepare the proposed creation of the Property Site Manager (DOA) at the request of the Director of Administration to oversee the operation, control, and maintenance of the Department of Administration's real estate and physical properties to include office space rental.

Over the past several years, due to the lack of government owned venues, the Department of Administration has had to rent office space and address property issues regarding depreciation as well as changes in real estate property evaluations. It has become necessary to monitor and assess market conditions, trends, unit comparability and rental rates, to ensure that the most cost-effective investments in property and office space are realized and maintained by DOA management.

The recommended job evaluation for the Property Site Manager (DOA) is as follows:


POSITION TITLE	KNOW-HOW	PROBLEM-SOLVING	ACCT	TOTAL POINTS	PAY GRADE
Property Site Manager (DOA)	E II 3 304	E 3 (38%) 115	E 1 P 152	571	P (GPP)

Upon approval of this request, the Classification Branch will post the proposed job specifications on the Department of Administration's website for a period of ten (10) work days pursuant to 4 GCA §6303(c)(2) for comments. Additionally, electronic copies will be provided to the various local media outlets.

Should you have any questions or require further information, please do not hesitate to call on me or the Classification and Pay staff. *Si Yu'os Ma'ase!*


RAMON T. LIZAMA

Attachments

<input checked="" type="checkbox"/> APPROVED  SHANE G.L. NGATA, PSA Human Resources Division Date: 11/16/23
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**PROPERTY SITE MANAGER (DOA)
(Proposed Creation)**

01.197

DRAFT as of 11/16/23

NATURE OF WORK IN THIS CLASS:

This is complex professional property management work involving the operation, control, maintenance, and oversight of Department of Administration (DOA) real estate and physical property or office space.

Employees in this class oversee office space services, coordinate with management agents or service providers, conduct on-site inspections, facilitate office space asset development, and monitor, analyze and present data and/or reports to ensure compliance with property financing obligations and maintenance requirements.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Monitors, coordinates, and oversees the physical, fiscal, and regulatory operations of office space assets and site properties.

Oversees property management operations to ensure optimum unit performance; tracks occupancy reports; reviews and approves marketing plans, rental rates, and leasing incentives; evaluates property management or service provider performance and recommends corrective action as required; compiles data and presents reports.

Conducts site inspections to determine the physical condition and results of property maintenance activities; tracks maintenance issues to ensure they are resolved in a timely and cost-effective manner; determines quality of rent ready units and maintenance group or service provider performance to ensure properties are well maintained and meet property standards; assesses, schedules, and oversees capital improvement and/or maintenance requirements.

Monitors the financial status of assigned properties; compares future occupancy projections with past performance; determines utility increases; collects, compiles, and presents rent comparability reports; determines market trends on occupancy levels in comparable office spaces; compiles annual operating budget.

Monitors occupancy levels in office space, assets and comparable units to ensure a continued awareness of market trends; identifies and resolves occupancy issues.

Reviews monthly reports and financial statements for each property; analyzes performance against annual operating budget; researches variances to determine reasons for discrepancies; recommends and initiates operational changes in order to meet performance projections.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the operations, services, and activities of an office space asset or territorial property management program.

Knowledge of general accounting and financial principles and practices.

Knowledge of principles and practices of leasing and maintaining office space and rental units.

**PROPERTY SITE MANAGER (DOA)
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01.197

DRAFT as of 11/16/23

Knowledge of the principles and practices of assessing market conditions, trends, unit comparability, and rental rate.

Knowledge of personal computers and related software.

Ability to interpret and apply pertinent laws, regulations, and policies; and make decisions in accordance with appropriate program guidelines.

Ability to gather, analyze, draw valid conclusions and recommend changes in techniques, procedures, and practices to enhance effectiveness.

Ability to accurately perform mathematical computations.

Ability to work independently and accomplish multiple assignments simultaneously.

Ability to communicate clearly and concisely, orally and in writing.

Ability to work effectively with employees, landlords, and the public.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A. Five (5) years of progressively responsible experience in residential, commercial property or real estate management and graduation from an accredited or recognized college or university with a Baccalaureate degree in public or business administration, finance, or closely related fields; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED:

PAYGRADE: P (GPP)

STATUTE: (if applicable)

HAY EVALUATION:	KNOW-HOW:	E II 3	304
	PROBLEM SOLVING:	E 3 (38%)	115
	ACCOUNTABILITY:	E 1 P	<u>152</u>
	TOTAL POINTS		571

EDWARD M. BIRN, Director
Department of Administration

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