



## ASSET MANAGER

Job Code: 1608

EEO Class Code: Officials / Administrators

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o017

### NATURE OF WORK

Advanced, professional and highly responsible administrative and managerial work accomplishing the goals of the Office of Asset Management which include the administration of municipal policies and regulations pertaining to the acquisition, development, management, and disposition of City owned property. It involves the direction of efforts to maximize the revenue potential and /or community use of municipally owned assets in order to optimize non-tax revenues and cost avoidance through professional Asset Management.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Coordinates the conduction of detailed inventory of existing real estate assets, including property characteristics and market value
- Categorizes the properties according to revenue potential
- Negotiates property leases, revocable permits, and easements
- Negotiates the sale of City-property and the purchase of property for the City
- Responsible for managing real estate lease agreements, management agreements, revocable permits, letters of understanding, beach concession permits, and other contractual documents
- Maintains all property files
- Conducts research and prepares documentation, detailed reports, memoranda, and correspondence
- Responsible for the oversight of collection and processing of rent, fees, property taxes, and other payments associated with leases, beachfront concessions and related agreements

### KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of real estate practices and procedures, methods of contract administration and enforcement, accounting and analysis of related financial information, public management and organization theories
- Comprehensive knowledge of principals, practices and techniques of general management, public and business administration at the municipal and county level
- Through knowledge of the organization, function and method of operation of the City's departments
- Through knowledge of the basic laws, ordinances and regulations underlying the municipal corporation
- Through knowledge of municipal finances and administration
- Ability to express ideas effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with other City officials, employees and the general public
- Ability to plan, supervise and coordinate the work of subordinates

### MINIMUM REQUIREMENTS

- Advanced college degree in Public Administration, Business Administration or related field
- Extensive responsibility in public sector administration including, budgeting, administration, project management, real estate, property management, problem solving, decision making, policy formulation/recommendation
- Experience may substitute for education on a year-for-year basis
- Valid driver's license

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copier, and facsimile machine
- May require some walking and stair climbing associated with the inspection of property, as well as walking through sandy beach, associated with beachfront concession inspection
- No other significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling
- Ability to operate a vehicle on the street and on sandy beach

## SUPERVISION RECEIVED

- Work is performed with substantial latitude for independent judgment under the administrative direction of an Assistant City Manager and is reviewed through conferences and reports

## SUPERVISION EXERCISED

- General supervision is exercised over staff within the office, and project supervision is exercised over external department in conjunction with the affected department directors