

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PROPERTY MANAGEMENT COORDINATOR **GRADE:** 12

TITLE ABBREVIATION: PROP MNGMNT COORD **TITLE NO.:** 6525

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** -- **EEO CODE:** TE **FLSA CODE:** NE(2)

DEPARTMENT: FINANCE **DIVISION:** REAL PROPERTY TAX SERVICES AGENCY

SUPERVISOR'S TITLE: COUNTY PROPERTY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the maintenance and security of all improved deed sale parcels from the time the County takes title for non-payment of Real Property taxes until the Deed Sale is held. The incumbent is responsible for inspection and posting of all properties and for determining what measures must be taken to secure and protect the property. Oversees the work of Public Works crews or independent contractors performing the required maintenance tasks and conducts post-work inspections to assure the work has been completed satisfactorily. Work is performed under the general direction of the County Property Manager. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Receives and reviews a listing of all improved deed sale parcels taken by the County for non-payment of Real Property taxes;
2. Develops a work authorization for property security;
3. Maps a route for personal inspections of all listed properties and determines what measures must be taken to secure and protect the property from vandalism, theft and winter element damage;
4. Posts all properties;
5. Itemizes necessary measures, ie materials, locks, plywood, etc., for securing properties;
6. Conducts utility inspections for electric, gas, etc.;

-Continued-

7. Oversees DPW crews or independent contractors to assure work is performed as specified;
8. Inspects properties upon completion of work and authorizes payment for work performed;
9. Completes records and reports as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of building mechanical, electrical, plumbing and security systems; thorough knowledge of the tools, terminology and practices of one or more of the mechanical or building trades; good knowledge of the geographic area of Orange County; ability to inspect the work of the building trades; ability to change and install locks and bolts; ability to oversee the work of others; good communication skills; mechanical aptitude; dependability; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and five (5) years paid work experience as a Building Inspector, Assessor, Real Estate Agent or Broker, Property Manager or in the building trades.

SPECIAL REQUIREMENTS: Must possess and maintain a valid New York State Class "D" driver's license at the time of appointment.

ADOPTED: 12/14/96 mf