

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice

Civil Service Title: Associate Real Property Manager	Level: 01
Title Code No: 80122	Salary: \$46,371.00 - \$66,166.00
Office Title: Lease Administrator	Work location: 1 Centre St., N.Y.
Division/Work Unit: DRES/Bureau of Property Management and Leasing	Number of Positions: 1

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire an Associate Real Property Manager Level 1 to work within the Division of Real Estate Services' (DRES), Bureau of Property Management and Leasing, Short Term Leasing Unit. The Associate Real Property Manager will function as a Lease Administrator within the Short Term Leasing Unit. The candidate will serve as the agency representative to prospective and current tenants and is responsible for preparing lease/permit/license agreements with appropriate agreement terms and specifications; prepare and send correspondences to current and prospective tenants to address account issues such as compliance with security deposit payment, insurance, and use provision requirements; responsible to review property inspection and appraisal reports, and update the computer system to track current tenant account status. In addition, the candidate will prepare for and participate in regular meetings with unit and bureau supervisors to report the status of account activities.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and four years of satisfactory, full-time experience in the following: management of residential, commercial, industrial, or waterfront properties, including both renting and operating; or site management or tenant relocation activities in connection with housing or with reconstruction/rehabilitation projects. Such experience must include at least one year of experience supervising other real estate management agents; or
2. A baccalaureate degree from an accredited college and two years of experience described in "1" above, including the one year of experience supervising other real estate management agents; or
3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. However, all candidates must have the one year of experience supervising other real estate management agents. Education may be substituted for experience on the basis of 60 semester college credits for one year of acceptable experience.

To be acceptable, experience in property management must have included both renting and operating the managed properties. Experience in renting must have included interviewing prospective tenants, qualifying tenants' income and background, and/or assuring that vacancies are ready for occupancy. Experience in operating must have included overseeing maintenance and repair of building operating systems, and overseeing staff to assure that necessary work is properly completed.

To be acceptable, experience in site management must have included on-site rental and maintenance of buildings. To be acceptable, experience in relocation must have included negotiation with tenants to surrender leases for cash consideration or for an alternative site, and determining tenant eligibility for benefits.

New York City Residency Required within 90 days of appointment.

Essential Skills

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/006569. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 09/25/2009

Post Until: 12/24/2009

JVN: 868-2010-006569

The City of New York is an Equal Opportunity Employer.