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| http://agency.governmentjobs.com/agencypageassets/boulder/Boulder_County_logo1.png |
| **BOULDER COUNTY COLORADO****invites applications for the position of:** **Property Manager**Boulder County is a forward-thinking community with just under 2,000 employees serving the needs of nearly 300,000 residents. From the peaks of the Rocky Mountains to the thriving agricultural lands and urban centers on the plains, Boulder County's 740 square miles include some of the most diverse, natural landscapes and smart-growth development along the Front Range. Our county's leaders and employees have long held a commitment to being stewards of our land, environment and community. From visionary open space, land use and sustainability policies to award-winning wellness and public service programs, our county government helps foster a vibrant, healthy and active community. As individuals and an organization, we value and respect diversity, striving for a high quality of life for all employees and residents. Our policies and practices reflect our dedication to providing the very best in public service. |

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| **SALARY**

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|  | Monthly$3,113.00 - $4,482.00  | Annually$37,356.00 - $53,784.00  |

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| **OPENING DATE:** 02/12/16  | **CLOSING DATE:** 03/03/16 11:59 PM  |

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| **DESCRIPTION:**  | Boulder County's Housing Division has an opening for a Property Manager to work in our Lafayette location. The Property Manager is a specialized classification that performs complex property management and leasing coordination duties requiring a high degree of independent judgment and minimal supervision. The full salary range for this position is $37,356- $53,784, with an initial hiring range of up to $45,576 DOE.  |
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| **EXAMPLES OF DUTIES**  | 1. Assures units or residences are maintained or remodeled in a timely manner for occupancy. 2. Determines fair rents, markets and shows units or residences to potential tenants. 3. Screens and determines eligible tenants. 4. Coordinates and monitors the leasing process, including negotiating and preparing leases provided by County attorneys. 5. Obtains lease signatures and rental deposits. 6. Responds to needs of tenants and resolves problems. 7. Assists in determining maintenance and capital improvement needs. 8. May assist in the bid process or make selections of residential products such as appliances. 9. Performs accounting support duties for properties including budget development work and monitoring revenues and expenditures. 10. Assures compliance of applicable governmental rules and regulations regarding assigned properties. 11. Prepares records and reports for other County staff and government agencies. 12. Serves as a resource to other County staff regarding governmental leasing, property management, and fiscal information on assigned units or residences. 13. May provide supervision or direction to other employees, and monitor their work. 14. Performs related duties as required.  |
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| **REQUIRED QUALIFICATIONS**  | Education: High school graduation or equivalent. Experience: Four years of related property management experience. Additional related education may count towards required experience. Job offer contingent upon passing a criminal background investigation. Requires a valid driver's license, a good driving record, and the ability to provide own safe, reliable transportation for business purposes. Spanish speaking preferred. |
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| **SUPPLEMENTAL INFORMATION**  | Knowledge, Skills and Abilities: Thorough knowledge of real estate, property management, and related governmental rules and regulations. Basic knowledge of building and accounting principles. Ability to make mathematical computations to develop and monitor budgets. Ability to work effectively with other employees, tenants, contractors and the public. Physical Requirements: Primarily sedentary physical work requiring ability to lift a maximum of 40 pounds; occasional lifting, carrying, walking and standing; frequent hand/eye coordination to operate computer keyboard and office equipment; vision for reading, recording and interpreting information; speech communication and hearing to maintain communication with employees and members of the public. From "Dictionary of Occupational Titles", U.S. Dept of Labor: Occasionally: activity or condition exists up to 1/3 of the time. Frequently: activity or condition exists from 1/3 to 2/3 of the time. Constantly: activity or condition exists 2/3 or more of the time. |

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