

**PROPERTY MANAGEMENT OFFICER 1**  
**PROPERTY MANAGEMENT OFFICER 2**

DEFINITION

To perform technical and professional duties related to the appraisal, acquisition, disposition and management of real property; and to perform related duties as assigned.

CLASS CHARACTERISTICS

Property Management Officer 1: This is the entry level class in the Property Management Officer series. This class is distinguished from the Property Management Officer 2 by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the 2 level. Since this class is typically used as a training class, employees may have only limited work experience. Employees work under immediate supervision while learning job tasks.

Property Management Officer 2: This is the full journey level class within the Property Management Officer series. This class is distinguished from the Real Property Officer 1 by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and may be filled by advancement from the 1 level.

SUPERVISION RECEIVED AND EXERCISED

Property Management Officer 1

Receives supervision from assigned management personnel.

Property Management Officer 2

Receives direction from assigned management personnel.

Exercises technical and functional supervision over support staff involved in performing duties within the property management function.

LANE COUNTY  
Property Management Officer 1 & 2 (Continued)

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Prepares appraisals of real property including both land and improvements using a variety of appraisal techniques.

EXAMPLES OF DUTIES

Negotiates with property owners and/or their representatives for the acquisition of real property.

Negotiates, prepares and manages leases, licenses and use agreements.

Arranges for property maintenance and repair.

Maintains proper records, files and inventory of all County-owned lands, buildings, leases and related documents.

Determines values, advertises and prepares sales of County-owned real property.

May assign and review the work of subordinate staff; may participate in the training of staff.

Responds to public inquiries regarding real property purchases, rentals and leases.

Prepares and presents reports; may assist in preparation of annual budget.

Performs comparative land and property value studies; conducts research of property records, marketing techniques and related areas.

Performs physical inspections of real properties.

MINIMUM QUALIFICATIONS

Property Management Officer 1

Knowledge of:

Basic theories, principles practices and techniques of property appraisal.

Basic practices and procedures of real estate sales.

Form and content of legal documents, particularly deeds, mortgages, contracts and leases.

LANE COUNTY  
Property Management Officer 1 & 2 (Continued)

Knowledge of:

Local, state and federal regulations pertaining to property appraisal and disposition.

Real estate law.

Ability to:

Perform technical and professional duties of average difficulty in the disposition and management of real property.

Read maps, legal descriptions, profiles and other technical data related to property or construction.

Perform mathematical and statistical calculations.

Operate office equipment including calculators and computers.

Maintain accurate and complete records.

Collect, interpret and evaluate data.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration or a related field.

Experience:

One year of responsible property appraisal, real estate or property management experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

LANE COUNTY  
Property Management Officer 1 & 2 (Continued)

Possession of a valid Oregon driver's license at the time of appointment.

Designation as a Certified Appraiser as per ORS 308.010 within six months of appointment.

Property Management Officer 2

In addition to the qualifications for Property Management Officer 1:

Knowledge of:

Advanced theories, principles, practices and techniques of property appraisal and management.

Advanced practices and procedures of real estate sales.

Oregon Revised Statutes, Lane Manual, Lane Code, and Administrative Procedures as they apply to real estate.

Ability to:

Perform technical and professional duties of above average difficulty in the disposition and management of real property.

Coordinate the activities of a program or a work unit.

Perform complex or difficult appraisals using various approaches.

Analyze economic or market conditions affecting property value.

Deliver presentations to city, County, state government and the public.

Experience and Training

Experience:

Two years of responsible property appraisal, real estate or property management experience.

LANE COUNTY  
Property Management Officer 1 & 2 (Continued)

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Possession of a valid Oregon driver's license at the time of appointment.

Designation as a Certified Appraiser as per ORS 308.010