



CITY OF SAUSALITO

420 Litho Street, Sausalito CA 94965
Attn: Human Resources
(415) 289-4130 FAX (415) 289-4167
snichols@ci.sausalito.ca.us

MLK PROPERTY MANAGER

\$30.00/hour

One Part-Time Position

Application Deadline: Friday, March 26, 2010 5PM

***Note: Review of Applications received by March 26, 2010
will determine whether recruitment remains open until filled.***

JOB DUTIES

The City of Sausalito seeks a highly-motivated person to manage the City's MLK property's facilities and tenant functions. Responsibilities can include marketing vacant facility space; allocating space; new tenant orientation; resolving tenant issues, complaints, and disputes; assisting in rent and utilities collection; amending leases; overseeing facility projects, event support, and programs developing policies. The position involves developing, negotiating, and enforcing operating agreements.

The successful candidate will have exceptional communication, organizational, and interpersonal skills. Appointment will be based upon experience and overall qualifications.

TYPICAL DUTIES FOR THE POSTION INCLUDE BUT NOT LIMITED TO:

- Markets vacancies at City facilities, negotiates Letter of Intent, assist in lease implementation and conduct new tenant orientations;
- Develops, implements, and monitors policies, programs and/or management plans including facility usage, cost containment solutions, security, facility parking coordination; and environmental mandates.
- Established and maintains communications with tenants and tenant representatives;
- Regularly and systematically resolves tenant issues, complaints, and disputes;
- Schedules and coordinates regular maintenance projects;
- Creates and manages building evacuation plans, site maps, and coordinates evacuation drills;
- Coordinates facilities parking and on-going parking issues;
- Creates, negotiates, reviews, amends, and enforces policies and agreements applicable to City facilities and programs;
- Writes and presents analytical and statistical reports related to operational recommendations and special projects;
- Makes oral presentations to City' committees and departmental management teams;
- Demonstrates continuous effort to improve operations, streamline work process and work cooperatively and jointly to provide quality customer service;
- Enforce lease requirements, including tenant liability insurance;
- Monitor tenants utility usage on a monthly bases;
- And other duties and responsibilities as assigned.

KNOWLEDGE OF:

- Principles and practices of municipal government;
- Research methods and report presentation;
- Principals of customer service and public relations;
- Property asset management principles and practices;
- Construction principles, practices and protocol;
- Conflict resolution techniques.

QUALIFICATIONS:

Ability to:

- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effectively relationships with those contacted in the course of work;
- Demonstrate independent judgment, initiative, and perseverance;
- Interact diplomatically with diverse groups;
- Be creative and innovative

DESIRED:

Bachelor's degree of property management, public or business administrations, communications or a related field. A minimum three years of experience managing commercial or public works property, including one year of supervisory experience.

- Must possess a valid California Driver's License
- Ability to interact in a positive and helpful manner with members of the public, tenants, and City staff and other agencies;
- A strong work ethic and sound organization skills.
- Preferably lives within a ten minute drive of the property due to urgent calls.
- Must be able to approximately 20 hours per week.

APPLICATION PROCEDURE:

To obtain and Employment Application:

- Request the Application by e-mail to: snichols@ci.sausalito.ca.us
- Print the Application for the City website <http://ci.sausalito.ca.us>

Submit all application materials by **5:00 p.m. on Friday, March 26, 2010** by mail or delivery to:

City of Sausalito
Attn: Susan Nichols/Human Resources
420 Litho Street
Sausalito, CA 94965

To be considered, applicants must complete and submit ALL of the following:

- Cover letter that describes why this position appeals to you and the highlights of your career that best qualify you for the Recreation Coordinator – Special Events position
- City Employment Application completed and signed. *(Please note that the Applicant Tracking Form portion of the Application must be submitted; be assured that it is separated from the application upon receipt, and the information submitted on the Tracking Form is NOT processed in connection with any individual's application so that the information remains "anonymous".)*
- A list of references: 3 professional references and 3 personal references *(The City of Sausalito will NOT contact these references unless the applicant becomes a finalist in the selection process, and if that is the case, the applicant will be informed before the City makes contact with the references in order to allow the applicant to forewarn the references of the call they should expect from the City.)*
- Resumé

THE COMMUNITY: Sausalito is a beautiful bay front city of 7,500 residents within 2.2 square miles that serves a visitor population that may be several times the size of the year round population. It has been geographically blessed with a variety of natural features that define residential neighborhoods, commercial districts, harbors and waterfront and a maritime-oriented office/industrial district. The blend of historical buildings, wooded hillsides, sweeping bay and San Francisco views nestled against the Golden Gate National Recreation Area combine to make Sausalito a community of unparalleled charm and natural beauty. Residents are community-oriented and very supportive of City staff.