



## CLASS SPECIFICATION

Class Code: 18675  
Date Est: 10/2019  
Last Rev:  
Last Title Chg:  
FLSA: exempt  
Probation: 12 months

### HUMAN SERVICES PROPERTY MANAGER

#### **DEFINITION**

Under general direction, facilitates and coordinates the general maintenance and upkeep of facilities occupied and/or operated by the Washoe County Human Services Agency; leads a variety of special projects; and performs related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in business administration, construction technology, project management or a closely related field AND two years of full-time experience performing project coordination including process review and procedural management in an institutional, industrial or commercial facility setting; OR equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Facilitate and coordinate the maintenance of all facilities occupied or operated by the Washoe County Human Services Agency, including obtaining bids, vendor access for services and miscellaneous requests for facilities and technology needs.

Provide support to the coordination and organization of technology services; confer with management on technology and facility issues and provide recommendations for procedural changes affecting work methods, techniques, systems and equipment.

Perform a variety of administrative duties for management with a high level of independence such as overseeing assigned special projects, assignments or activities, including collecting and analyzing information for interpreting and reporting data in written format, identifying options, and providing recommendations for process improvement, all while ensuring compliance with relevant local, state and federal guidelines.

Supervise assigned staff, which includes staff selection, assigning, scheduling and reviewing work, providing training in proper work methods and procedures, performance evaluation, coaching and mentoring, providing professional development, and implementing discipline and conflict resolution procedures when necessary.

Create a plan and coordinate relocation processes for Human Services clientele in an institutional setting in the event of an emergent situation which cannot be rectified immediately such as loss of building security, power, flooding, etc.

Initiate and maintain a variety of resource materials for future use; track service tickets for statistical and budgetary purposes and maintain control of projects in progress.

Oversee assigned budget(s) by monitoring expenditure line items to ensure overspending does not occur; research budget requests and make recommendations for future budget allocations; may audit fiscal records to ensure financial integrity.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose themselves or others to unnecessary harm or risk of on-the-job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Principles and practices of effective employee supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation and discipline.

County and departmental/divisional practices, policies, and procedures.

Washoe County purchasing procedures, local vendors and materials pricing.

Terms and acronyms commonly used in the assigned functions.

Management information systems and software programs used in assigned areas.

#### **Ability to:**

Effectively supervise, motivate and develop staff.

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Plan, coordinate and direct assigned functions and activities with optimum efficiency.

Evaluate, develop, and implement effective policies and procedures related to Human Services Agency facilities and/or assigned projects and activities.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

#### **Knowledge of:**

Federal, state and local laws, statutes, codes, regulations and standards pertaining to the area of assignment(s).

Research techniques, data collection, analysis and report writing.

Methods, materials and equipment used in custodial services work.

#### **Ability to:**

Exercise emotional control, remain calm, think clearly and act professionally and decisively while dealing with stressful situations and/or difficult clients.

Exercise good judgment, flexibility and creativity in response to changing situations and needs.

Provide explanations, information, and answer questions in a manner that does not intimidate or provoke members of the public.

Effectively and professionally represent the department to the general public, elected officials and other government agencies.

Research and compile data and make presentations, both in written and oral formats.

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Read and interpret bid documents and service contracts.

Schedule work for maintenance and installation projects.

Establish, foster and maintain effective and collaborative working relationships with all those contacted in the course of work.

**SPECIAL REQUIREMENTS** (*Essential duties require the following physical skills and work environment.*)

Ability to work in a standard office environment, or on occasion, in the field. Ability to use standard office equipment. Ability to lift and move objects weighing up to 75 lbs.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*