



CITY OF BEND
OREGON

PROPERTY MANAGER

\$69,828 - \$89,124

Plus Excellent Benefits

Apply by

November 11, 2018

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located on the eastern edge of the Cascade Mountain Range along the banks of the Deschutes River, Bend sits between high desert plateaus and forest-covered mountains. Bend is Central Oregon's largest city, noted for its scenic setting and year-round recreational activities.

A talented and experienced public sector property management professional has an exciting opportunity to work in a fast-growing community that takes pride in its outstanding quality of life. If you are interested in making an impact in an energetic community, then this is the position for you!

THE COMMUNITY

Nearly the geographic center of the state, Bend, Oregon, covers 32 square miles and sits at an elevation of 3,625 feet. According to the U.S. Census Bureau, last year the community was the fastest growing large city with a population greater than 50,000 in the West, now home to more than 90,000 residents.

Surrounded by unmatched natural beauty in Mt. Bachelor, Three Sisters Wilderness, Broken Top Mountain, Smith Rock State Park, Mt. Jefferson, Mt. Washington Wilderness and Cascade Lakes, year-round outdoor recreation abounds. Whether it's skiing, snowboarding, snowmobiling, snowshoeing, mountain biking, fishing, hiking, rock climbing, white-water rafting or golf, residents love the outdoor life that Bend affords them.



When it comes to entertainment, Bend has far more than just outdoor recreation. With countless art galleries, annual music, art and film festivals, theatrical companies, movie theaters, unique shops, national clothing chains, world-class dining and nationally recognized breweries, wineries and wine tasting bars, there's something for every taste and preference.

The Bend area is served by the exceptional Bend-La Pine School District, which has 12 elementary schools, four middle schools, four high schools and four magnet schools. There are also several private schools, Central Oregon Community College, and the new Oregon State University Cascades Campus.



THE CITY

Incorporated in 1905, the City of Bend utilizes the council/manager form of government. The City Manager provides leadership and administration of all activities and operations of the City as directed by the City Council. The City's mission is to provide outstanding service with commitment and integrity, and to create a safe, healthy community where people love to live.

Since 2008, the City administration has been led by City Manager Eric King. Mr. King enjoys a reputation as a progressive and collaborative leader and manager. Bend is a full-service city with a dozen operating departments, more than 600 FTEs and a biennial budget of more than \$700 million.

THE POSITION

Working toward strategic initiatives set by the City Manager while reporting to the Facilities Division Manager to execute operational activities, the Property Manager is responsible for managing and administering City-owned properties. The Property Manager negotiates and manages leases for the City as tenant in non-City-owned property, leads the acquisition of new properties or sale of City-owned real properties, negotiates and manages approximately 170 leases of City-owned real property by non-City tenants, and provides general real property and right-of-way consulting for the City.

This position is covered by the terms of the collective bargaining agreement the City has with the City of Bend Employees Association.



Typical duties include, but are not limited to:

- Manages the City of Bend Realtor of Record contract.
- Manages and leads the development, implementation and administration of programs, policies, procedures and guidelines pertaining to the management of City-owned real and right of way properties.
- Manages and leads the negotiation of leases, rental agreements, permits and easements for City-owned real properties; administers leases to ensure compliance with terms and conditions.
- Manages and ensures the integrity of the right-of-way and real property data base to ensure efficient retrieval of information pertaining to right of way, City-owned properties and on-going status reports.

- Manages and leads the acquisition, sale and/or deed transfer of real City-owned and right of way properties; retains real estate appraisers, reviews property tax and other data sources to determine market value of real property for purchase or sale; advises regarding real property values.
- Develops and manages program biennial budget.
- Reviews lease revenue records to ensure compliance with lease agreement terms and conditions.
- Works with the Facilities Division Manager to develop annual maintenance program for real City-owned and right-of-way properties to ensure best real estate management practices and compliance with City, State and Federal policies, procedures and standards; reviews and approves contractor invoices.
- Researches and investigates legal and other issues regarding potential or existing sites, such as value, ownership, environment, zoning and various types of encumbrances, assessment of potential uses, identifies potential customers or appropriate actions.
- Works with the City Attorney's Office and the Purchasing Division to prepare contracts for appraisal and environmental review, orders and reviews preliminary title reports, reviews closing documents with appropriate City personnel and ensures all documents are accurate and handled as required and include conditions of sale as negotiated by the city council; distributes and files acquisition documents as appropriate.



OPPORTUNITIES & CHALLENGES

1. Bringing best practices in property management to a historically decentralized City organization and develop a Property Management Program.
2. Negotiate complex land acquisition and development with the private sector and other public agencies including the Bend Park and Recreation District, Bend-La Pine School District, and Deschutes County.
3. Negotiate and manage approximately 170 leases of City-owned real property, almost all at the Bend Municipal Airport.
4. Manage and ensure the integrity of City right-of-way. Construct and maintain a real property data base.

IDEAL CANDIDATE

Education & Experience:

A Bachelor's degree from an accredited college or university, and five (5) years of progressive professional level experience in in property management of publicly-owned lands/real estate or directly related experience. Candidates must have a valid Oregon State driver's license or obtain one by time of hire. A current Oregon property manager license, and SR/WA designation from the International Right of Way Association is desirable.



Necessary Knowledge, Skills & Abilities:

- Knowledge of property management principles, methods and practices, legal aspects fo real estate leases, and local, state, and federal laws, codes and regulations pertaining to the acquisition and disposition of real property.
- Knowledge of the principles, practices and methods of management right-of-way property.
- Experience with administrative principles and methods including goal setting, program development, and program implementation.
- Knowledge of the principles and practices of budget development and administration, the legal aspects of real estate transactions and closing documents, and the Uniform Relation Act.
- An understanding of property management requirements of the Federal Aviation Administration, and land development process.
- Ability to develop, implement and manage programs and operations, including preparing reports supported by statistical and other documentation.
- Experience using computer software including word processing, spreadsheets, interactive computer programs, and operating common office equipment.
- Ability to communicate effectively both in writing and orally with co-workers, supervisors, the general public, and other stakeholders sufficient to exchange or convey information to provide and receive work direction.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

COMPENSATION & BENEFITS

- **\$69,828 - \$89,124 DOQ**
- Fully-paid Oregon PERS retirement
- Medical, vision and dental insurance
- City-funded HRA account for medical expenses
- VEBA Program
- Telemedicine Nurse Hotline
- \$50,000 Life insurance
- Long-term disability insurance
- 11 Paid holidays
- 12 Vacation days per year (eligible to use after 6 months)
- 12 Days sick leave per year
- Performance leave program
- Optional 457 deferred compensation program
- Optional Flexible Savings Account
- Optional Dependent Care Savings Account
- Optional additional Life and Accident insurance (employee, spouse, and child)
- Optional AFLAC emergency/disability insurance
- Optional Air-Ambulance insurance



CITY OF BEND

Please visit:
www.bendoregon.gov

The City of Bend is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 11, 2018** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veteran preference credit, please indicate that in your cover letter and accompany the veteran preference DD214/DD215 form or other acceptable form documenting veteran status.



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