

## PROPERTY ASSET MANAGER

### **Function of Job:**

Under general direction of designated official and working closely with college/university administrators and facilities staff, provide long-term stewardship of the college/university's buildings and lands at the asset level, including development and maintenance of long range plans and support data for the building and infrastructure renewal needs across campus and management of real property activities and records.

### **Characteristic Duties and Responsibilities:**

1. Utilizing the facility assessment database, review and evaluate building and infrastructure renewal needs and establish the priorities for building and infrastructure system renewal projects for the campus.
2. In consultation with senior administrators, manage all real estate transactions including leases, acquisitions and dispositions, assisting in the evaluation of alternatives and priorities, and overseeing all due diligence procedures.
3. Prepare college/university's annual Renovation and Repair budget proposal by developing annual comprehensive plans, budgets, and specific scopes for renewal projects in coordination with campus constituents and project managers.
4. Represent the college/university in all real estate transactions.
5. Develop systems for monitoring renewal needs and projects to ensure that the Renovation and Repair funds are appropriately used to serve the long term best interests of the campus.
6. Manage and update all records for college/university property assets, including but not limited to, real estate transactions, property replacement values, and facility assessment databases.
7. Provide property asset reports and data to senior administrators.
8. Serve as resource to the college/university's real estate committees.
9. Assist campus planning official in capital planning, including long range plans for asset renewal.
10. Supervision of staff who maintain the college/university's record drawings, specifications, and Operations and Maintenance manuals for all property assets.
11. Perform other duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree in Business Administration, Real Estate, Finance, or related field and three years property management experience.
2. Communication and interpersonal skills.
3. Qualitative analysis and negotiating skills.
4. Computer skills as required by department.

### **Additional Desirable Qualifications:**

1. Institutional property management experience.
2. Real Estate License.

9-07-07 \_\_\_\_\_  
System Approval

8-13-07 \_\_\_\_\_  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**