



CLASS SPECIFICATION

Class Title: Real Property & Asset Manager
Department: Facilities, Construction, & Real Estate (FCRE)
FLSA: Non-Exempt

Class Code: 2264
Grade: 24
Eff. Date: 1/01/1999
Revised: 5/01/2026

GENERAL PURPOSE

Under general supervision of the FCRE Director or designee, performs asset management functions and property management functions relating to County-owned real property, real property interests, and personal properties fixed to real properties (collectively, the "County's Properties"), including, but not limited to, acquisition, depreciation, disposition, inventory, lease management, contract management, property inspection, property maintenance, and regulation compliance.

EXAMPLE OF DUTIES

Asset Management Functions Relating to the County's Properties

Facilitates the acquisition of real properties in fee simple absolute, other real property interests (e.g., Life estates, remainders, reversions, easements, rights of way, leasehold interests, licenses, and rights of first refusal), and personal properties that are currently, or after acquisition, fixed to real properties (collectively, the "County's Properties"), including, but not limited to, searching for properties to acquire, determining fair market value, ensuring sufficient funding, performing due diligence, negotiating terms of acquisition, and lawfully memorializing the acquisition.

Ensures that the County's Properties are depreciated according to governing accounting standards.

Facilitates the disposition of the County's Properties, including, but not limited to, determining fair market value, negotiating terms of disposition, and lawfully memorializing the disposition.

Creates and maintains a current inventory of the County's Properties.

Performs lease management services, including, but not limited to, determining fair market value for lease rates, negotiating terms of leases or other contracts, and lawfully memorializing such transactions.

Ensures that the County's Properties are properly insured.

Provides technical information and assistance to various boards and commissions; prepares written reports and oral presentations.

Conducts annual physical audits of the County's Properties relating to depreciation, disposition, inventory, lease management, and insurance.

Schedules and facilitates formally noticed County Property Committee meetings to: 1) designate County-owned real properties or real property interests as surplus properties or property interests; and 2) establish the manner in which the County shall dispose of such surplus properties or property interests.

Property Management Functions Relating to the County's Properties

Performs contract management services, including, but not limited to, communicating with tenants, collecting lease payments and other revenues, reporting contract breaches, and reporting expiring contracts.

Performs property inspection services, including, but not limited to, regularly inspecting the County's Properties for: 1) possible risks or liabilities; and 2) unauthorized uses of or encroachment upon the County's Properties by third parties.

Performs property maintenance services, including, but not limited to, arranging for repairs, new materials, trash removal, landscaping, and security.

Performs regulation compliance services, including, but not limited to, ensuring that the County's Properties are used and maintained in a manner that is consistent with applicable laws and regulations.

Schedules and facilitates non-noticed County Property Committee meetings to address matters relating to the County's Properties, excluding meetings to: 1) designate County-owned real properties or real property interests as surplus properties; and 2) establish the manner in which the County shall dispose of such surplus properties or property interests.

Responds to and finalizes, upon approval, requests made by third parties to use the County's Properties. Responds to questions or complaints relating to the County's Properties.

Assists the Tax Administration Division, upon request, in preparing for the annual Davis County tax sale.

Works closely with other County offices, departments, or divisions (e.g., Attorney's Office, Commission, Controller's Office, Planning Division of the Community and Economic Development Department, Public Works Department, Recorder's Office, Risk Management Division of the Human Resources Department, and Surveyor's Office).

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in business management, commercial real estate, planning or a closely related degree, plus four (4) years of work experience in commercial property management, commercial real estate, title work, commercial capital asset management, or a related field. Directly related experience may be substituted for education on a year-for-year basis.

Preference for paid work experience performing property management/acquisition and related activities.

Preference for an active Real Estate Sale Agent or Broker license issued by the Utah Division of Real Estate.

Preference for a background in title work.

2. Special Qualifications:

Employees driving a personal or a county vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: planning and zoning ordinances; real estate law; land development procedures; real estate appraisal techniques, contract creation and management; the principles and practices of City/County government; planning; property and capital asset management.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to ensure a motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: design and create maps; perform complex arithmetic computations; negotiate terms and conditions with various parties; communicate effectively (orally and in writing); follow written and oral instructions; work with minimal supervision; establish and maintain effective working relationships with supervisors, other employees and departments, private and public landowners, land developers, other governmental agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.
All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.