



# UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and the private sector.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

## Property Manager McAllister Tower

**Classification:** Level 3 / Class Code 6040 / Exempt / Full-Time / Benefited

**Hiring Salary Range:** \$59,337 – \$83,060 (commensurate with qualifications)

**Posting Date:** October 28, 2016

### THE ROLE

Under the general direction of the Chief Financial Officer, responsible for maintaining the overall operation and financial and operational success of McAllister Tower in accordance with College policies, procedures and standards. The Property Manager is responsible for the management of all aspects of McAllister Tower, a building consisting of 252,000 square feet containing 252 efficiency, studio, one-bedroom, and two-bedroom apartments on 17 floors, housing approximately 280 UC Hastings students and their families. A gymnasium and full-equipped fitness center are located in the building. McAllister Tower also houses various College departments occupying 20,000 square feet of office space. The building also has a student lounge on the mezzanine level, law journal offices on the 22<sup>nd</sup> and 23<sup>rd</sup> floor, and a lounge known as the Skyroom located on the 24<sup>th</sup> floor.

### RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- Responsible for the preparation of annual operating budgets and plans, developing financial information to senior management and providing comprehensive analysis and reporting and creating and maintaining policies and procedures;
- Manage contract custodial staff;
- Coordinate residential move-in and move-out process;
- Markets available student housing and/or available office space;
- Establishes and maintains records of financial transactions of the property in compliance with College and governmental standards;
- Create customized reports to support strategic analysis and decision making;
- Gather and maintain mapping systems and space inventory information;
- Collect rent and handle delinquent accounts;
- Perform lease administration duties including preparing vacant space for lease, verifying lease data and keeping abreast of future requirements;
- Develop and implement operating and capital budgets;
- Coordinate with Facilities Manager on building systems (HVAC, fire/life safety equipment, elevators, etc.) and security systems;
- Administer environmental programs;

- Develop comprehensive annual inspection process for properties;
- Monthly billing and reconciliation of rents;
- Other related duties as may be assigned.

## REQUIREMENTS

### EDUCATION AND EXPERIENCE

- Bachelors Degree in Business Administration, Business Management, Accounting, Finance, Engineering, Architecture, or a resources/personnel management related discipline. Masters in any of these fields a plus; and
- 3+ years experience in property/facilities management or 5 years in related business management, marketing or engineering. Prior supervisory experience required.

### KNOWLEDGE, SKILLS & ABILITIES.

- Must have excellent Microsoft Word and Excel proficiencies. MS Outlook, Argus, accounting software such as MRI or Skyline proficiency preferred;
- Ability to analyze and interpret financial budget reports, property leases, contracts, and agreements;
- Must be able to handle multiple projects, changing priorities and a continually heavy work load;
- Strong customer service orientation;
- Exceptional oral and written communication skills;
- Organization, leadership qualities and strong people interaction skills also essential. Must be capable of working in a team-oriented environment as well as individually.

## BENEFITS

- Comprehensive medical, dental and vision insurance coverage
- Life Insurance
- University of California Retirement Plan (defined benefit)
- Disability Insurance
- Legal Insurance
- Generous vacation and sick leave
- Thirteen paid holidays per year
- Pre-tax Retirement Savings Programs
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses

## THE HIRING PROCESS

To apply, go to:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Property%20Manager%20-%20McAllister%20Tower%20Oct2016>

**Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.**

**Please Note: *\*\*This position has been designated as “sensitive” and requires a pre-employment background check.***

This is a position with supervisory/lead responsibilities and is subject to completion of the College's on-line Sexual Harassment and Title IX training as a condition of employment.

*Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply*

*for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.*

## **WHAT TO EXPECT**

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

*UC Hastings College of the Law is an Equal Opportunity Employer*