



State of Hawai'i Non-Civil Service Job Opportunity

Property Management Coordinator I
State of Hawaii Executive Branch
Salary: See Position Description

An Equal Opportunity Employer

Opening Date: 09/14/15

Closing Date: Continuous

RECRUITMENT INFORMATION

This posting is for the State of Hawaii, Department of Business Economic Development & Tourism, Hawaii Housing Finance & Development Corporation.

The position is located on the Island of Honolulu, Oahu. (Location of this position).

Salary: \$ 5,410.00 - \$ 6,330.00 per month

If you have any questions regarding this non-civil service exempt position, please contact Celeste Tran at (808) 587-0501 (Monday - Friday, 7:45 a.m. - 4:30 p.m. (HST)).

The State Recruiting Office will refer all inquiries regarding this exempt position to the Department of Department of Business Economic Development & Tourism, Hawaii Housing Finance & Development Corporation.

DUTIES SUMMARY

The Private Property Management Section plans, processes, coordinates, and monitors various property management service agreements between the HHFDC and its contracted third-party property management firms. It administers various assigned project-based rental assistance programs for privately owned rental developments. It also manages leased-fee interests in residential, agricultural, and commercial lands plus interests in various remnant/vacant land parcels.

This position manages a 593-acre subdivision (plus abutting conservation lands) located in Waiahole Valley on Windward Oahu that is subject to long-term agricultural and residential ground leases, monitoring lease compliance and ensuring that service agreements for the subdivision are being fulfilled. This position also supports the administration and management of other real properties controlled by HHFDC, ensuring that service agreements for these properties are being fulfilled and that properties are being managed to meet program requirements.

MINIMUM QUALIFICATION REQUIREMENTS

Knowledge: Thorough knowledge of the principles and practices of real property management, including knowledge equivalent to that possessed by a licensed real estate salesperson or broker.

Skills/Abilities: Ability to read and comprehend applicable statutes, development agreements, regulatory agreements, purchase and sale agreements, management agreements, leases, construction agreements, rules and regulations, maintenance contracts, and Declarations of Covenants, Conditions and Restrictions.

Ability to review drawings, plans, development plans, master plans and any other applicable text, plans and drawings for the development of residential high rises, residential multi-family, residential single family detached dwelling and commercial projects and/or space.

Ability to analyze and project trends in demand, needs, shifting or population, business, industrial, and residential development and correlate this information into present and future property management plans.

Ability to prepare and advertise for a specific target group that will result in immediate rentals.

Ability to evaluate proposed housing developments and recommend to the Development Branch changes in development concepts to improve a project's suitability for potential renters or purchasers.

Ability to draft legal documents such as leases and other agreements with the assistance and oversight of the Dept. of the Attorney General.

Ability to conduct property inspections, including those involving property with challenging terrain and dense vegetation.

Strong writing and verbal skills. Skills in Word and Spreadsheet computer programs.

Education: Graduation from an accredited four-year college or university with a bachelor's degree.

Experience: Two and a half (2 ½) years' work experience in property management; viz., the efficient utilization and maintenance of real property which included such activities as the acquisition or sale of real property, property evaluation, preparation and solicitation of bids, establishment of rental rates, selection of tenants, and the protection and maintenance of property. This experience must have included experience in business, commercial, or industrial real property management.

Citizenship Requirement: The State of Hawaii requires that all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

OTHER INFORMATION

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

Submit resumes to:

HHFDC Personnel
677 Queen Street, Suite 300
Honolulu, HI 96813

Direct all inquiries regarding this position to:

HHFDC Personnel
Phone: (808) 587-0501
(Monday -Friday, 7:45 a.m. - 4:30 p.m. (HST))

NOTE: The State Recruiting Office will refer you to the Department of Business Economic Development & Tourism, Hawaii Housing Finance & Development Corporation . regarding this exempt position.

Recruitment # 107931
PROPERTY MANAGEMENT COORDINATOR I
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