

City and County of San Francisco



Department of Human Resources

Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: December 16, 2010

Re: **Notice of Proposed Classification Actions –Final Notice No. 25 FY 2010/2011 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective December 16, 2010.

Micki Callahan  
Human Resources Director

by: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder  
Classification and Compensation Manager  
Human Resources

cc: All Employee Organizations  
All Departmental Personnel Officers  
Micki Callahan, DHR  
Martin Gran, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
Christina Fong, DHR  
Rich David, DHR  
Anita Sanchez, CSC  
Debra Nebreda, CON  
Tinhha Luong, CON  
Maria Newport, SFERS  
Clare Leung, MTA  
RAS Team Leader(s)  
DHR Support Services  
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 25  
**Fiscal Year:** 2010/2011  
**Posted Date:** December 08, 2010

***AMEND THE FOLLOWING JOB SPECIFICATION(S):  
(Final job specification attached.)***

<b>Item #</b>	<b>DEPT</b>	<b>Class/Title</b>
1	PRT	9395 Property Manager, Port

**For additional information regarding the above proposed action, please contact Carmela Villasica at (415) 557-4928 or email her at [Carmela.Villasica@sfgov.org](mailto:Carmela.Villasica@sfgov.org).**

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
Anita Sanchez, CSC  
Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services  
Martin Gran, DHR  
Steve Ponder, DHR  
Maria Newport, SFERS  
Clare Leung, MTA  
Suzanne Wong, MTA  
File

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Property Manager, Port  
Job Code: 9395**

**INTRODUCTION**

Under general direction, the Property Manager, Port implements programs for management, leasing and rental of Port land and buildings for retail, commercial and industrial tenants. Position responsibilities may include an assignment specific to leasing activities only or a combination of leasing and property management duties. The essential functions of this position are: day to day management of Port property including inspecting leased space to determine if property is maintained in accordance with the lease, determining need for maintenance and repair and arranging for those repairs; responding to leasing and other inquiries from prospective tenants and such requests and inquiries from current tenants; and negotiating economic transactions; and drafting real estate-related contracts, rental agreements and permits for retail, commercial and industrial property. Incumbents in this job code are engaged in property management and leasing activities resulting in revenue production for the Port through the maximum economic utilization of Port land, building, retail, industrial and office space per Waterfront Plan.

**DISTINGUISHING FEATURES**

The Property Manager, Port functions at the journey level. This position is distinguished from the Senior Property Manager in that it functions at a lower level, with responsibility for the less complicated leases and less significant properties. Incumbents in this job code may be assigned to leasing activities only or to a combination of leasing and property management duties.

**SUPERVISION EXERCISED:** Incumbents in job code 9395 may be assigned supervisory responsibilities of administrative staff engaged in lease-related administrative functions.

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Markets Port commercial, industrial and retail properties to maximize revenue.
2. Negotiates leases, contracts, agreements and permits with prospective and current tenants in accordance with parameters of established Port policies and practices.
3. Drafts leases, rental agreements and other documents in conformance with established policies and practices.
4. Responds to and evaluates requests from tenants for repairs, improvements and

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**Title: Property Manager, Port  
Job Code: 9395**

- modifications to existing leases.
5. Inspects properties by physically visiting rental sites on a regular basis to determine maintenance and repair needs, and for conformance to the lease or rental agreement.
  6. Arranges with the Port's Maintenance Department to schedule repairs and improvements to common areas and leased space, which is the Port's responsibility.
  7. Conducts market and feasibility studies related to marketing operations of retail, commercial and industrial property.
  8. Maintains accurate property management records by writing lease abstracts to document highlights of leases for the Port's file and drafting reports, documenting events, occurrences, agreements, and understandings in regard to tenant issues.
  9. Markets Port properties for location filming, special events, and parking.
  10. Operates Port motor vehicle in furtherance of the above referenced tasks.
  11. Performs related duties and responsibilities as assigned.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: lease negotiations, administration and compliance, property/asset management procedures, and sales and marketing principles.

Ability to: to analyze economic feasibility of proposed property uses, problem-solve, establish and maintain cooperative business relationships, and to communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

1. Education: Baccalaureate degree from an accredited college or university; AND
2. Experience: Three years verifiable experience in commercial and/or industrial real estate property or asset management or in the development of financial agreements/transactions

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**Title: Property Manager, Port  
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related to mixed use commercial or public/private development projects. Experience which is restricted to apartment building or other residential property management will not qualify.

Substitution: Additional qualifying work experience as described in #2 above may be substituted for the required education up to two years (30 semester units/45 quarter units equal one year). A Master's or Doctorate degree from an accredited college or university in real estate, business administration with a finance or real estate concentration, or law degree with a real estate concentration may substitute for one year of the required experience as described in #2 above.

**LICENSE AND CERTIFICATION**

Possession of a valid California driver's license and eligibility for coverage by the Port's insurance carrier.

**PROMOTIVE LINES:**

9386 Senior Property Manager, Port

**ORIGINATION DATE:**

**AMENDED DATE:** 5/13/99; 12/24/01; 12/16/10

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):** COMMN