



Position Announcement: Director of Property Management

Annual Salary Range: \$86,875 – \$129,186

Department Mission: To provide direct and indirect services for safe, clean, and pleasant properties; to direct and assist in the effective and efficient operation of all County-owned and leased buildings, integrating present and future technologies; to evaluate and make recommendations by assessing present and future needs to enable the planning, development and maintenance of County properties in a manner that has a positive impact for the citizens and employees utilizing the County's properties, while embodying the County's rich and diverse cultural heritage.



Ramsey County Courthouse

Basic Function: Direct, administer, and manage all functions, activities, and employees of the Property Management Department, including facilities management (maintenance and operations) for customer tenants from County departments and other agencies/organizations; ensure long-range capital improvement program development, which includes planning, design, and construction management, purchase, sale and lease of real property, and telecommunications; provide leadership and strategic planning to ensure the provision of appropriate facilities to meet current and future County program and service delivery needs; develop and recommend County facility policies including space standards, safety and security, and building use; perform related duties as assigned. *A profile describing the duties, responsibilities, and requirements of this position is available at: www.co.ramsey.mn.us/hr/hrjobs.asp*

Qualifications:

Education: Bachelor's Degree in Public Administration, Accounting, Business Administration, or closely related field.

Experience: Seven years of related experience managing a large governmental/business department or division.

Application Process:

Resumes will be accepted until the position is filled. Applicants should respond promptly as the initial screening of resumes will occur On December 2, 2011; first interviews anticipated December 19-20. Submit a resume and cover letter detailing experience including size of organization, scope of budget, and responsibility for staff supervision by completing an on-line application at www.co.ramsey.mn.us/hr/hrjobs.asp or contact:

Jennifer Otley
Human Resources Generalist
Suite 2100 Metro Square Building
121 7th Place East
St. Paul, MN 55101
651-266-2721

Jennifer.otley@co.ramsey.mn.us



Plato Building



Roseville Library


The Ideal Candidate Should Possess:

- A high level of integrity and strong ethics and values.
- Knowledge of property management and practices, terms and procedures of the real estate market, including appraisals, purchases, sales, and lease negotiations.
- Knowledge of the principles and techniques of management, administration, complex budgeting, and long range strategic planning.
- Knowledge of construction management, methodologies, and materials.
- Knowledge of Federal, State, and local building laws and regulations pertaining to the construction industry.
- Knowledge of mechanical and electrical systems.
- Ability to manage and develop a diverse workforce in a large organization
- Ability to relate technical information, recommendations, and other complex issues in understandable terms to elected officials and other groups with diverse backgrounds, both orally and in writing.



Redevelopment of Saint Paul Union Depot into a multi-modal transit terminal.

Summary of Position Responsibilities:

- Promote a diverse, culturally competent, and respectful workplace.
 - Direct the preparation, presentation, and administration of a total department operating budget in excess of \$19.6 million and administer the annual capital project budget.
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- Law Enforcement Center*
- Establish long and short range goals and objectives for department division managers and monitor the progress toward reaching these goals.
 - Initiate, approve, and manage the sale and acquisition of County-owned real estate for County business needs.
 - Manage the budgeting and maintenance of 30-35 commercial property rental and revenue leases of County facilities to outside entities and of outside space for County functions as lessor and as lessee.
 - Direct and oversee major County construction projects including project budgeting, land acquisition, condemnation, building design, and construction.
- Coordinate with the County Manager and the Director of Budgeting and Accounting the long range planning (5-10 years) of large capital projects (and their funding) within the county by providing background and analysis of proposed capital expenditures.
 - Represent the interests of the County by initiating and approving “Inclusiveness in contracting” goals in County construction projects.

Department Services:

- To maintain the County's high-quality of services and maximize return on its public investment by developing, implementing, and maintaining a Comprehensive Capital Assets Management and Preservation Plan for all County buildings and grounds.
- To integrate the base line data contained in the Comprehensive Capital Assets Management and Preservation Plan into a County Facilities Master Plan to ensure adequate facilities to meet current and future program needs by long-range strategic planning of facility use, site selection, and the delivery of County services.
- To provide integrated facility and project management services in order to ensure consistent and effective operations countywide.
- To continue to standardize a preventative maintenance program in an effort to lower operating costs and extend the life cycle of the structures and equipment for buildings managed by Property Management.
- To plan, develop, and maintain the County's buildings in a manner that has a positive impact on the services provided and on the comfort, health, and safety of the people using the buildings.
- To substantially improve the quality of telecommunications through the provision of high quality, innovative technology solutions and support at a reasonable price.



402 University Avenue East opened in 2011.

Community Background:

Ramsey County is one of seven counties that comprise the St. Paul-Minneapolis metropolitan area. Its county seat, Saint Paul, is also the state capitol and Minnesota's second largest city. Natural resources are abundant from the Mississippi River, which flows along the county's southern boundary, to lakes, parks, and trails that provide year-round recreational opportunities. The county is fully developed. Ramsey County covers approximately 170 square miles, is comprised of 18 cities, and has a population of over 517,000 residents. Ramsey County is the smallest county geographically and the second most populous county in the state. It also has more colleges and universities than any other county in the state. Ramsey County is a diverse county with a quarter of its population representing communities of color. Over 25 percent of the county residents are under the age of 18; 12 percent are over the age of 65. Ramsey County provides services in four major functional areas: Public Safety and Justice Services; Transportation, Recreation and Cultural Services; Health and Human Services; and Taxpayer Services and County Administration. Ramsey County also supports a diverse cultural environment by operating seven suburban libraries and contributing to the Landmark Center and the Ramsey County Historical Society, which operates the Gibbs Farm Museum.

Ramsey County Government:

A seven-member Board of Commissioners, elected by district for staggered four-year terms, governs the County. The County Attorney, Sheriff, and Judges are also elected officials. The Commissioners are responsible for establishing the strategic direction for the County, creating policies, and adopting the budget. The County Board of Commissioners also serves as the Ramsey County Regional Railroad Authority and the Ramsey County Housing and Redevelopment Authority. The County operates under a Home Rule Charter adopted in 1992. The Charter authorizes more autonomy to the County for local governance. A professional County Manager is responsible for carrying out the policies of the Board of Commissioners, overseeing the daily operations of the County, and appointing heads of the County departments.