



Property Management & Tax Administrator Job Description

JOB INFORMATION

<i>Job Code:</i>	123219
<i>Job Title:</i>	Property Management & Tax Administrator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.; May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Real Estate
<i>Job Family Group:</i>	Real Estate Services
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Manages the daily operations of the University Village Shopping Center and relationships with both University and outside tenants and vendors including planning and scheduling, assessment and evaluation of operational activities, policy development and administration, budget administration, and marketing. Oversees property management of all tenant properties in University Village including crime, fire, allocation of space and complaints from the tenants. Manages the maintenance of the Center. Manages and facilitates all secured and unsecured property taxes and exemptions. Reports and identifies properties appropriate for exemptions. Provides leadership and direction to staff and/or student workers related to daily operations and administrative activities.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Property management and tax experience.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of lease administration.

Licenses

Req	Pref	License(s)
	X	California Real Estate License

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manage the university Village Shopping Center including overseeing the day-to-day operations of the shopping center and relationships with both university and outside tenants and vendors. Assesses the operations and services of the university Village Shopping Center and modifies operations and services, as needed.				
Manages the delivery of services to tenants. Oversees the property management of all tenant properties including handling crime, fire, allocation of space and complaints from the tenants. Plans and conducts quality assurance reviews and recommends changes as appropriate.				
Oversees maintenance of the university Village Shopping Center. Coordinates with vendors for repairs and general maintenance. Reviews and approves invoices for vendors.				
Assists with lease administration for university Village Shopping Center.				
Manages and facilitates all secured and unsecured property taxes and exemptions. Reports and identifies properties appropriate for exemptions. Works with tax assessor's office to grant exemptions on properties and leases. Interacts with various government agencies in order to ensure compliance of corresponding Revenue and Taxation Code requirements. Establishes and maintains electronic tax payment process with all agencies and follow-up documentation required to be submitted with payments.				
Ensures payment of property tax, city tax and state tax in a timely fashion by requesting remittance of payment from tenant, USC group or real estate budget to minimize penalties due to late payments.				
Participates in the development and administration of the university Village Shopping Center budget. Manages the tenant budget accounts and payment of accounts. Monitors and tracks ASRs. Analyzes actual versus budget performance to determine variances. Takes corrective action, as required. Makes budgetary and resource allocations. Provides projections and analyzes financial impacts. Prepares financial reports with Senior Business Officer and account assigned to university Village Shopping Center.				
Develops and recommends operating and administrative policies for the university Village Shopping Center. Manages the dissemination, interpretation and application of Center policies and recommends approval of exceptions.				
Develops marketing strategies to promote the university Village Shopping Center. Markets available space through advertising, showing space, offering to internal tenants or university departments and or contacting brokers, etc.				
Provides leadership, guidance and supervision to staff, and/or student workers. Leads others in the planning and delivery of Center activities. Schedules, assigns and prioritizes workloads. Trains personnel, as needed.				
Serves as a key resource for university Village Shopping Center information. Resolves problems or questions referred by staff, senior university administrators and/or tenants.				
Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.