



VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

***INTERNAL/EXTERNAL ANNOUNCEMENT
October 6, 2017***

The Virgin Islands Port Authority's Human Resources Division is now accepting applications for the following position:

POSITION	GRADE	SALARY	LOCATION
(1) Property Manager	MS-07	\$69,083.79	Property Management - STT

Applications must be submitted to the Human Resources Division no later than Monday, October 23, 2017.

Job description attached.

**Valcina Quashie
Labor Relations Administrator**

VQ/kl

PROPERTY MANAGER

REPORTS TO: General Counsel

SUPERVISES: Property Management Officers

DEPARTMENT: Legal Affairs and Property Management

BASIC DUTIES

- Assist the General Counsel in developing objectives and formulating policies or desirable changes in policies for achieving them as they relate to further developing VIPA's Property Management product.
- Responsibility for the management of all VIPA properties
- Plans, assigns coordinates, directs, supervises and manages the activities of VIPA property management officers
- Make recommendations on all leases, permit and concession applications to the Executive Director and the Lease Committee of the Governing Board
- Represents the Port Authority in meetings and other proceedings with all branches of government which relates to VIPA leases and concession agreements
- Negotiate terms and conditions of leases, permits and concessions following the procedures and guidelines outlined in the VIPA Property Management Manual
- Administer and execute the terms and conditions of each assigned leases, permit, and concession over the life of the agreement
- Collect monies due to VIPA following the procedures and guidelines outlined in the VIPA Management Manual under Collection Procedures.
- Develop and maintain a current list of all tenants or third parties utilizing or leasing VIPA properties, to include lease particulars, charges, dates, insurance requirements, etc., and see that tenants abide by the conditions stipulated in their lease and / or agreement.
- Develop marketing strategy and market all unused Port Property
- Maintain close liaison with Planning and Development Officer regarding the short and long term planning and development of Port facilities.
- Perform other related duties as required or as determined by his/her supervisor (s).

MINIMUM REQUIREMENTS

Six (6) years experience in property management and real estate activities (including knowledge of leases and contracts) and college degree in Business Administration, Accounting, or Real Estate Management;

OR

Ten (10) years experience in property management and real estate activities (including knowledge of leases and contracts).