



VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

INTERNAL/EXTERNAL ANNOUNCEMENT
May 29, 2018

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

POSITION	GRADE	SALARY	LOCATION
(1) Property Management Officer	MU-4	\$49,172.48	HERA – STX

Applications must be submitted to the Human Resources Division no later than Tuesday, June 12, 2018.

Job description attached.

Desserie Harrigan
Acting Human Resources Manager

PROPERTY MANAGEMENT OFFICER

REPORTS TO; Property Manager

DEPARTMENT: Property Management

BASIC DUTIES

- Responsible for and coordinates the management of VIPA properties. This includes the coordination of maintenance service that should be rendered by the Authority in close liaison with the Maintenance Manager.
- 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 lease, permit, and concession over the life of the agreement.
- Collect monies due to VIPA following the procedures and guidelines outlined in the VIPA Property Management Manual under Collection Procedures.
- Develop and maintain current, a list of all tenants or third parties utilizing or leasing VIPA properties, to include lease particulars, charge, dates, insurance requirements, etc., and see that tenants abide by the conditions stipulated in their lease and/or agreement.
- Develop and maintain close relationships with tenants and answer inquiries and complaints.
- 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
- Performs other related duties as required or as determined by his/her supervisor (s).

MINIMUM REQUIREMENTS

Three (3) years experience in property management and real estate activities (including knowledge of leases and contracts) and college degrees in Business Administration, Accounting, or Real Estate Management

OR

Five (5) years experience in property management and real estate activities (including knowledge of leases and contracts.)