Position Description

Real Estate Department
Property Manager

Hudson River Park Trust

Reports to: Assistant Vice President   Hours/Week: 37.5   FLSA: Exempt

Under the direction of the Assistant Vice President of Real Estate and Planning, the Property Manager is responsible for being the primary point of contact and servicing relationships with commercial and not-for-profit tenants and other business occupants of Hudson River Park Trust ("HRPT") property. The Property Manager will work closely with HPRT staff in the Finance, Operations, Facilities, Construction and Legal departments. The successful candidate should have prior property management experience in the private and/or public sector or related background in lease administration, project management, or real estate leasing. Familiarity with the parking industry is a plus, as the Property Manager must administer HRPT's contract parking manager. This is a "hands-on" position with extensive tenant interaction and work in the field. It requires versatility, excellent interpersonal, communications and organizational skills, and good business judgment. The salary range for the position is $85,000 to $95,000, commensurate with experience and qualifications, with excellent benefits.

Background:
HRPT is a public benefit corporation created by act of the New York State Legislature and a 501(c)(3) not-for-profit organization. The mission of HRPT is to design, construct and operate a prominent, and very heavily used, 4 mile waterfront park on the west side of Manhattan. Approximately 75% of the park has been constructed with a mix of State, City and Federal capital funding; total capital investment in all facilities within the park is approximately $540 million. The park includes landscaped public piers and display gardens, lawn areas, athletic fields, esplanades, docks, public sculptures and other special features. Also located within the park are several commercial facilities, including the 2,000 space Pier 40 parking garage, the Pier 57 development project site, excursion vessel piers, various restaurant and concession facilities and a large sports complex. HRPT depends on revenue generated from these and other tenants to support its operating expenses.

Responsibilities/Duties:
The Property Manager is responsible for initiating and maintaining relationships with commercial and not-for-profit tenants. Duties include, but are not limited to:

- Maintain regular contact with tenants, noting all issues and service requests and tracking their resolution. In conjunction with HRPT Facilities Department staff, undertake property inspections on a regular basis. Follow-up inspections to ensure tenant compliance with lease/permit agreements and adherence to HRPT property standards; draft new standard operating procedure bulletins for distribution to tenants as necessary.

- Manage all tenant correspondence (both letter and email); maintain lease and occupancy agreement electronic and hard copy files.

- Confirm accurate tenant monthly billings and monitor receivables; perform account reconciliations as needed. Review tenant sales reports to enforce percentage rent clause provisions of agreements where applicable. Produce monthly tenant arrearage report for management and implement collection procedures. Calculate payments-in-lieu of real estate taxes (PILOT) and rent escalations (i.e., CPI and percentage escalations) per agreements.

- Administer the parking garage management and operations contract for Pier 40. Meet regularly with both the on-site parking garage manager and central office staff to resolve operational and maintenance issues and advance marketing of underutilized parking spaces. Achieve high rate of occupancy and revenue from the garage.

- Prepare budget reports and variance analyses. Help develop lease revenue projections and annual capital maintenance plan.

- With the Assistant Vice President of Real Estate and Planning, draft and market requests for proposals (RFPs) and other competitive offerings to lease vacant spaces or replace tenants with expiring occupancy agreements. Analyze RFP responses, participate in new tenant selection, negotiation of new business terms and agreements

- Manage small/medium size capital projects relating to tenants use and occupancy of HRPT property.

Required Education and Experience:
- Bachelor's degree or higher level of education.
- Three years' experience in property management or related field.
- Proficient with Microsoft Excel and Word; basic understanding of accountancy as it relates to property receivables and payables management.

Essential Traits:
- Motivated self-starter with ability to work independently
- Sound Business Judgment
- Ethical Conduct
- Strategic Thinking
- Problem Solving/Analysis
- Good Financial and Quantitative Skills
- Collaboration/Congeniality
- Thorough/Detailed/Organized
- Excellent Communication (written and oral)

Compensation/Benefits:
Competitive salary of $85,000 - $95,000 annually and excellent benefits package including: paid holidays, vacation time, sick and personal time, medical, dental and vision insurance, and participation in New York State Pension System.

Application Process:
Interested applicants are to submit a cover letter demonstrating their interest in the position and a resume to the Human Resources Department at resumes@hrpt.ny.gov. **Indicate Job Code: 2017 PM in the subject line of the email.**

No phone calls please.

More information on the Hudson River Park is available at:
www.hudsonriverpark.org

The Hudson River Park Trust is an Equal Opportunity Employer

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.