



Position Description

Real Estate Department

Property Manager

Reports to: Senior Director of Real Estate Operations **Hours/Week:** 37.5 **FLSA:** Exempt

Under the direction of the Sr. Director of Real Estate Operations (the "Director"), the Property Manager is responsible for being the point of contact with a variety of commercial and not-for-profit tenants and other business occupants of Hudson River Park Trust ("HRPT") property. The successful candidate should have familiarity with property management in the private or public sector and/or related background in lease administration, project management, or real estate leasing. Basic understanding of the parking industry is a plus. 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 for \$55,000-\$60,000, commensurate with experience and qualifications, with excellent benefits.

Background:

The Trust is a public benefit corporation created by act of the New York State Legislature and a 501(c) (3) charitable organization. The mission of the Trust is to design, construct and maintain a Prominent four mile long waterfront park on the west side of Manhattan. The Park includes landscaped public piers and display gardens, lawn areas, ecological planting zones, athletic fields, esplanades, docks, public sculptures and other special features. Also located within the Park is several commercial facilities, including the Pier 40 parking garage, Pier 57 development site, Circle Line excursion piers and Chelsea Piers. The Trust covers its \$25 million annual operating budget through rents, permits, fees, grants, donations and other private sources. Approximately 75% of the Park has been constructed with a mix of State, City and Federal capital funding, with most of the remaining unbuilt park in design and/or construction. Total investment in all facilities within the Park is approximately \$600 million.

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 and Operations Department staff, undertake property inspections on a regular basis. Perform 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. Calculate payments-in-lieu of real estate taxes (PILOT) and rent escalations (i.e., CPI and percentage escalations) per agreements.

- Assist the Director in the administration of the parking garage management contract for Pier 40. Meet regularly with both the on-site parking garage manager and central office staff to resolve operational and maintenance issues.
- Assist in the preparation of budget reports and variance analyses. Help develop lease revenue projections and annual capital maintenance plan.
- Participate in the issuance and marketing of Request for Proposals for new tenants, and the negotiation of new business terms and agreements
- Manage small capital projects relating to tenants use and occupancy of HRPT property.
- Organize and maintain real property archives.

Required Education and Experience:

- Bachelor's degree or higher level of education.
- 1-2 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)
- Must have a valid Driver's license and be amenable to bicycling along the four mile stretch of the park on a regular basis.

Compensation/Benefits:

Competitive salary of \$55,000 - \$60,000 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:

Candidates should submit a resume and cover letter demonstrating interest in the position to the Human Resources Director at resumes@hrpt.ny.gov. **Indicate Job Code: 2019 Prop Mgr in the subject line.**

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.