

## **PROPERTY MANAGER**

**Location: New Castle, DE**

**\$103,100 to \$128,900 (commensurate with experience and skills)  
(Grade 111)**

**Opening Date: December 16, 2024**

**Closing Date: Until Filled**

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### **I. POSITION SUMMARY**

This position assists the executive staff in all aspects of the administrative, financial, capital and operations of the Delaware River and Bay Authority real estate property portfolio covering airports, crossings (ferries and bridges), and commercial properties. This position is accountable to protect, maintain, and enhance the value of all properties including commercial real estate for the benefit of the Authority, tenants, consumers, and the community.

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for the oversight of all Authority real property including various types of commercial properties located in NJ and DE counties
- Assists in the preparation and approval process of operating budgets involving commercial property
- Proposes goals and objectives for real estate portfolio, specifically for each property
- Conducts or assists in conducting financial analysis, market studies and industry standard reporting (i.e., variance reporting, discounted cash flows, IRR's, etc.)
- Communicates with attorneys, tenants, potential tenants, federal and state agencies, elected officials, vendors/contractors, etc. to obtain/provide information to execute evictions, terminate leases, resolve complaints and problems, improve business conditions and explain and ensure compliance with airport and crossing rules and regulations
- Assists in the due diligence and underwriting of potential acquisitions and/or divestitures
- Responsible for draft lease preparation, negotiation, and review
- Oversees local third party property managers and leasing agents
- Monitors insurance compliance of all tenants
- Monitors payment of rents and all other fees and collection and reporting of same
- Coordinates and participates in maintenance inspections of all facilities related to tenant/property turnover
- Prepares, reviews, and approves reports pertaining to occupancy, rent collection, accounts receivable, unit turnover, etc.
- Prepares periodic and special reports of Authority real property portfolio as required by executive management
- Assures the confidentiality of records and safeguards information and documentation
- Performs other related duties as assigned
- Provides the highest level of customer service and professionalism to all internal and external customers

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Basic knowledge of Authority (DRBA) operations (airports and crossings) policies, rules, and regulations

- Knowledge of principles and practices of business and/or public administration
- Knowledge of the principles and practices of real property management
- Knowledge of the laws pertaining to tenant-landlord relationship
- Knowledge of the principles and practices of general accounting and budget preparation, analysis and control
- Ability to work with financial concepts and perform financial analysis
- Ability to collect and analyze data, identify problems/needs and to recommend and/or implement changes
- Ability to communicate effectively both orally and in writing
- Effective negotiation skills
- Strong computer skills including intermediate to advanced proficiency using Microsoft Excel, Word, PowerPoint, and relative systems software
- Ability to establish and maintain effective working relationships with federal and other State agencies, subordinates, attorneys, tenants, elected officials, vendors, contractors, etc.
- Ability to provide superior customer service

**IV. REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor’s Degree from an accredited college or university with major course work in business, business administration, finance, accounting, real estate, public administration or related field, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities
- Five (5) to seven (7) years of proven experience in real property management
- Demonstrated experience in the management of property including making recommendations, implementing procedures and evaluating and monitoring leases
- Industry accreditations preferred (CCIM, etc.)

**V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES**

- Valid driver’s license

**VI. ADDITIONAL REQUIREMENTS**

- Subject to a background investigation, drug test, and pre-employment physical
- The Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution to receive their bi-weekly pay

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**If you are interested in applying for this position please complete the on-line application at [www.drba.net](http://www.drba.net). In addition to the online application, please attach a current resume.**

**The Delaware River and Bay Authority is an Equal Opportunity Employer**