

PROPERTY MANAGEMENT ASSISTANT

DEFINITION

Assists with tasks relating to property management services for District headquarters, local district offices, and other non-K-12 facilities that involve building access and compliance; and property management issues, requests, and concerns.

TYPICAL DUTIES

Assists in the access badge and parking management of the LAUSD Administrative Headquarters building by reviewing and verifying badge and parking requests; reviewing parking allocation assignments; and inputting key card requests in the parking and access system.

Maintains and updates confidential occupant information records such as work location change and new vehicle information.

Prepares reports related to access key card information, parking fees, and the subsidy program.

Responds to calls from building occupants regarding various maintenance issues and requests and creates trouble call tickets.

Collects, consolidates, and prepares invoices related to parking fees.

Validates request forms from departments and issues validation stickers as needed.

Surveys building parking lots and issues parking violation notifications to occupants.

Assists in troubleshooting badge and parking issues.

Checks and tests key cards and building key card readers in various floors and stairwells in the building and reports any necessary repairs.

Assists in reorganizing parking assignments according to District guidelines.

May assist in issuing temporary visitor badges by scanning and loading various forms of identification into the Visitor Management System (VMS).

May train District staff in VMS.

May order various office supplies and equipment.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Property Management Assistant assists with tasks relating to property management services for District headquarters, local district offices, and other non K-12 facilities that involve building access and compliance and property management issues, requests, and concerns.

A Property Management Coordinator provides administrative support to the property management activities for the LAUSD Headquarters' High Rise, Local District offices, and other non-K-12 facilities by communicating with district staff and external tenants regarding issues, requests and concerns.

SUPERVISION

General supervision is received from the Property Manager or Director of Property Management. Work direction may be received from a Property Management Coordinator.

CLASS QUALIFICATIONS

Knowledge of:

- Appropriate techniques used in providing information in person and on the telephone
- Data entry and retrieval
- Microsoft Windows Operating Systems and Office Suite Programs
- Computer applications involving data entry and record updates
- Recordkeeping procedures

Ability to:

- Prepare clear, concise reports and correspondence
- Organize confidential files and keep accurate records
- Handle multiple requests and calls
- Understand, interpret, and apply pertinent laws, rules, regulations, and procedures
- Work effectively with District personnel and the public
- Operate a computer and associated peripheral equipment
- Communicate effectively orally and in writing
- Learn specialized computer applications

Special Physical Requirements:

Ability to stand, walk, and climb stairs.

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of commercial property management experience related to operations management, property maintenance, or tenant relations.

Special:

A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL NOTE:

Travel to locations throughout the District is required.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
08-15-19
CA/LKD