

Property Manager
Office of Construction and Real Estate, Pastoral Center

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The Office of Construction and Real Estate (OCRE) web page. OCRE ministers to all of the construction and real estate needs in the Diocese of San Bernardino. The office is also responsible for the care and security of the Diocesan Pastoral Center.

POSITION SUMMARY:

The Property manager is responsible for the property management of all diocesan-owned properties with the exception of the pastoral center. The property Manager facilitates all real property leases for the diocese. The Property Manager facilitates housing and furnishing for priests and religious as directed by Vicar General. The Property Manager is professional, orderly and organized in all aspects of the job.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Handles all real property management matters.
2. Supervise Diocesan Property Maintenance personnel.
3. Facilitate housing and furnishings for priest as directed by the Vicar General.
4. Facilitate move in & out (clergy & religious only)
5. Prepare lease agreements and maintain lease renewal records.
6. Screens tenants including background checks.
7. Verify renters have renters insurance and work with Catholic Mutual.
8. Pet waivers when applicable.
9. Work with diocesan attorney in Initiating and coordinating eviction notices.
10. Prepare lease notifications including 60 day notices, notice of non-renewal and notice of new landlord.
11. Bill payment (utilities, cable & internet for clergy & religious only)
12. Collection of monthly rent.
13. Show property (as needed basis)
14. Perform quarterly inspections (clergy & religious only)
15. Perform annual inspections for RCB properties. (non-religious housing)
16. Facilitates maintenance & repairs.
17. Housekeeping (clergy & religious only)
18. Prepare detailed reports and assist with budget.
19. Maintains databases and spreadsheets of all properties under property management.
20. Participate in the office functions of OCRE and Pastoral Center during normal working hours.
21. Assist with alarm responses as necessary including evenings and weekends.
22. Assist the Director of OCRE as directed.
23. Other duties as assigned.

QUALIFICATION GUIDELINES:

1. High School Diploma. College degree preferred.
2. Minimum 5 years' experience in property management.
3. Advanced computer skills in Microsoft *Word, Excel, Access and PowerPoint*.
4. Understanding of maintenance contracts.
5. Knowledge of Lease Agreements and Lease Notifications.
6. Understanding of cost flow and spreadsheet analysis.
7. Strong and positive interpersonal relationship skills with the ability to approach people in a manner which creates harmony and promotes cooperation and collaboration.
8. Ability to effectively interact in a professional and pastoral manner with unique and divergent personalities.
9. Ability to maintain confidentiality.
10. Bi-lingual and bi-literate English/Spanish is helpful and preferred but not required.
11. Must have ability to work in a multi-cultural environment.
12. Must be able to travel throughout diocese and have reliable transportation.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting 45+ lbs., and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume with salary requirements to:

Attention: Sinia Bustamante
Diocese of San Bernardino
1201 E. Highland Avenue
San Bernardino, CA 92404

Email: employment@sbdioocese.org or fax to: 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer.