

# ASSET MANAGER (COOK COUNTY LAND BANK AUTHORITY)

## Requisition ID: 00121640

**Organization:** Offices Under the President

**Work Locations:** Cook County Administration 69 W. Washington

**Job Posting:** May 15, 2018, 8:46:30 AM

**Closing Date:** May 28, 2018, 11:59:00 PM Full-time

**Posting Salary:** \$2,954.88 Biweekly **Grade:** 23

<b>Cook County Offices Under The President</b>	<b>Administrative Hearings</b> <b>Auditor</b> <b>Bureau of Administration</b> <b>Bureau of Economic Development</b> <b>Bureau of Finance</b> <b>Bureau of Human Resources</b> <b>Bureau of Technology</b> <b>Facilities</b> <b>Office of the President</b>
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### Job Summary

Under the general direction of the Senior Acquisitions Manager, assists in overseeing a portfolio of real estate assets acquired by the Cook County Land Bank Authority (CCLBA). Tracks the financial performance of portfolio expenses and identifies ways to maximize community benefits and financial performance of individual assets. Prepares Requests for Proposals, Qualifications and Invitations for Bids for contractors to provide services. Oversees contracts for property maintenance, consultants, demolition, construction and other activities. Supervises routine maintenance and security of all assets and serves as primary point of contact for properties under assignment. Evaluates properties and assists in planning for potential acquisitions and subsequent redevelopment. Performs other duties as assigned.

### Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's Degree is required. **(Must provide original college/university transcript at time of interview)\***
- Three (3) years' of full-time work experience managing property or real estate assets is required.
- Valid Driver's License and proof of automobile insurance is required. **(Must provide proof at time of interview)**

### Preferred Qualifications

- Completion of an accredited training program with certification in property management, building construction, property appraisal, cost estimating for construction, housing rehabilitation, home inspection or structural engineering.
- Experience working with building codes, procurement policies, regulations and community development in Cook County.

### Knowledge, Skills, Abilities and Other Characteristics

Ability to oversee a portfolio of stabilized assets. Ability to perform required tasks, including property inspections at locations in communities across Cook County. Knowledge of assets comparisons to the competition in terms of pricing, location, amenities, and unit finishes, etc. Knowledge of building codes, procurement policies, regulations and community development in the Chicago metropolitan area. Ability to negotiate price, terms, and conditions in the acquisition and disposition process. Ability to identify cost-effective opportunities/strategies to improve properties rental rates and overall position

within the submarket. Ability to develop business plans and strategies. Knowledge of the due diligence process on new acquisitions and developments. Knowledge of property strategy and operations during the dispositions process. Good written and verbal communication skills. Proficient in Microsoft Office Suite. Knowledge of the budget process including projections. Knowledge of local codes as they relate to property maintenance, security, stabilization and related issues. Knowledge of relevant building trades and role of different contractors in asset management process. This position requires moderate to extensive travel to work assignments for which the employee may be required to provide his/her own adequate means of transportation.

**\*Degrees awarded outside of the United States with the exception of those awarded in one of the United States' territories and Canada must be credentialed by an approved U.S. credential evaluation service belonging to the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE). Original credentialing documents must be presented at time of interview.**

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**

#### VETERAN'S PREFERENCE

**When applying for employment with Cook County Government, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days, or during War Time. To take advantage of this preference a Veteran must:**

- **MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION.**
- **IDENTIFY THEMSELVES AS A VETERAN ON THEIR EMPLOYMENT APPLICATION BY ANSWERING YES TO THE QUESTION "Are you a military veteran?"**
- **ATTACH A COPY OF THEIR DD 214, DD215 or NGB 22 (NOTICE OF SEPARATION) AT TIME OF APPLICATION FILING. IF YOU HAVE MULTIPLE DD 214S, 215S, OR NGB 22S, PLEASE SUBMIT THE ONE WITH THE LATEST DATE. COAST GUARD MUST SUBMIT A CERTIFIED COPY OF THE MILITARY SEPARATION FROM EITHER THE DEPARTMENT OF TRANSPORTATION (BEFORE 911) OR THE DEPARTMENT OF HOMELAND SECURITY (AFTER 911).**

**VETERAN MUST PROVIDE ORIGINAL APPLICABLE DISCHARGE PAPERS AT TIME OF INTERVIEW.**

#### Benefits Package

- Medical, Dental, and Vision Coverage
- Basic Term Life Insurance
- Pension Plan and Deferred Compensation Program
- Employee Assistance Program
- Paid Holidays, Vacation, and Sick Time
- You May Qualify for the Public Service Loan Forgiveness Program (PSLF)

For further information on our excellent benefits package, please click on the following link:  
<http://www.cookcountyrisk.com/>

**COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

**NOTE: As an internal candidate, should you be offered the position, salary allocations shall abide by the Cook County Personnel Rules.**