State of Connecticut
EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC

PROPERTY MANAGEMENT LIAISON

ANNUAL SALARY:	SALARY GROUP:	APPLICATION CLOSING DATE:	EXAM NO:
$63,502 – $82,022	AR 24	JANUARY 10, 2012	111160OCFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Administrative Services, this class is accountable for performing as a specialist in property management functions to ensure contractual compliance by vendors and contractors under departmental jurisdiction.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY JANUARY 10, 2012:

GENERAL EXPERIENCE: Seven years of experience in general business management, property management or business contract administration.

SPECIAL EXPERIENCE: One year of the General Experience must have been in property management.

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

SPECIAL REQUIREMENT: Incumbents in this class will be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of relevant agency policies and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of state of the art security, building operations and maintenance procedures and techniques; knowledge of energy conservation methods and techniques; knowledge of tenant agency requirements; knowledge of contract administration; knowledge of budget preparation and control; some knowledge of trades including building, custodial and grounds; considerable interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:
(1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: **Section 1**. For each job (maximum of two) which you feel has best prepared you for the job of Property Management Liaison, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Property Management Liaison cannot include this as one of the two jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience evaluating and negotiating security, maintenance and custodial contracts and/or services for large-scale buildings. Indicate your experience reviewing, preparing, negotiating and approving security, maintenance and custodial contracts and/or services. Describe the type and scope of the contract(s) and your specific responsibilities in the evaluation and negotiation of the contract(s). Detail your experience monitoring and auditing vendor compliance with state environmental, certification, permit, safety and security requirements. Also detail your experience coordinating and overseeing preventive maintenance and energy conservation programs for buildings. **(2)** Property management experience. Describe your experience in the planning, coordination and administration of a large-scale property management program. Describe your experience monitoring and overseeing project budgets and ensuring project costs remain with budget. Include information describing the type, size and scope of the property management program you managed. Indicate your experience reviewing and preparing project plans, specification, and cost estimates for building renovations. **(3)** Interpersonal/oral and written communications experience. Be specific as to the types and titles of technical reports/contracts you have written, contacts and/or services you have negotiated and oral presentations you have made. Indicate any experience you have participating in meeting with vendors/contractors, agencies, tenants and project staff to establish and maintain work schedules and resolving any related problems. Indicate your experience acting as a liaison with other operating units, agencies and outside officials regarding unit policy and procedures. Detail your experience preparing and reviewing financial reports and correspondence. Detail your experience resolving problems/conflicts with vendors/contractors and how you resolved these issues. Be specific in explaining the nature of those dealings and whom they were with. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes: (1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by January 10, 2012.** **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 **(Secure Fax #860-622-2875)**. If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by February 23, 2012.** **(8)** A separate application/examination package must be submitted for each exam you are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (http://das.ct.gov/employment) and at the Offices of the Connecticut State Job Centers.

6528 December 22, 2011

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.