THE MIAMI CONSERVANCY DISTRICT

Property Administrator

Exempt
$33.11 - $48.00

Lead. Protect. Make a lasting impact.
Are you an experienced property professional and strategic leader ready to make a meaningful impact in the Miami Valley?
As Property Administrator, you will provide strategic direction and overall management of the department, establishing priorities, developing and managing the annual budget, supervising staff, and advising MCD leadership on significant property matters.

Key Responsibilities:
Lead the Property Department by setting strategic goals, priorities, and work plans that support MCD's mission and long-term objectives. Oversee the administration and protection of MCD's real estate and property interests, including property acquisitions, sales, transfers, easements, flooding rights, leases, licenses, permits, and other property-related agreements. Direct and review complex property research involving ownership, boundaries, title matters, property rights, restrictions, and land-use considerations. Establish standards for accurate property records, maps, legal documents, and related information.

Oversee property and liability insurance programs, evaluate coverage and potential exposures, and recommend risk-management strategies. Maintain a comprehensive and up-to-date inventory of all MCD vehicles, real property, and equipment, ensuring accurate records of organizational assets.

Serve as MCD's primary departmental representative on complex property matters, maintain effective relationships with property owners, attorneys, surveyors, engineers, governmental agencies, contractors, and other stakeholders, and advise MCD leadership on significant property issues. ***See full job description for additional details*.**

Qualifications:
The qualified candidate will have a bachelor's degree in a related field, two years of related experience, or an equivalent combination of education and experience. Experience in property administration, real estate, land management, or a related area is desirable. Proficiency in GIS and database use is a plus.

How to Apply:
Interested candidates should submit a resume and cover letter outlining their qualifications and relevant experience to sphelps@mcdwater.org. This position will remain open until it is filled; however, first consideration will be given to resumes received by November 20.

THE MIAMI CONSERVANCY DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER
MCD's Mission: Protecting lives, property and economic vitality within the Great Miami River Watershed through an integrated and balanced system that provides unfailing flood protection, preserves water resources, and promotes enjoyment of our waterways.