



Utah Transit Authority is an Equal Opportunity Employer of all persons regardless of race, color, religion, sex, national origin, age, disability, covered veterans, sexual orientation, and gender identity. Women, minorities, and people with disabilities are encouraged to apply.

Apply on our website at: <https://careers.rideuta.com/> - For additional questions, please call Human Resources at 801-287-2324

Job Title/Req:	Property Administrator I, II	Type of Posting:	Internal/External
Location:	Salt Lake City –	To be considered, apply before:	Open until filled
Pay Rate:	\$61,500.00 annually or more depending on experience and education		
Job Description:	<p>Drive your administrative career forward with UTA! Be a part of an industry that gets people moving!</p> <p>Job Summary</p> <ul style="list-style-type: none"> • Assigns, processes applications for requested uses of UTA’s properties and rights of way. • Assists with negotiation of real estate transactions that include leases, licenses, and right of entry agreements. Assists as directed with the coordination of maintenance requests and customer complaints regarding UTA vacant and rental properties. • Ensures that all assigned transactions are in compliance with all FTA, state statutes and UTA protocols • Assists in developing UTA’s program to preserve and protect real estate assets. Ensures that all rental and license income is collected. • Assists with managing all existing and new property transactions involving UTA’s railroad rights of way, and follows standard operating procedures for handling the transactions. • Assists with and may create financial feasibility studies for proposed leases or other business opportunities involving UTA’s real estate assets. • Ensures all rental properties are in compliance with UTA business objectives. May assist as directed the coordination of real estate and development issues with various local governments including municipalities, state agencies, and county government. <p><i>This is a career ladder position.</i></p> <p>EDUCATION/TRAINING:</p> <ul style="list-style-type: none"> • Requires an associate degree including courses in business. • Bachelor’s degree in business including courses in contracting, negotiations, real estate, business law or finance is preferred. <p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Minimum two-year professional experience in property management, contract documentation, or other related experience is required. Experience in researching real estate property records and interpreting contract terms and conditions is preferred. 		



Knowledge

- Some knowledge of various types of contracts, contract procedures, terms and conditions, and contractual documents.
- Basic knowledge of negotiation methods and techniques and working knowledge of county records/play maps, survey and engineering drawing research.
- General knowledge in appraisal methodology and lease valuations.

Skills

- Strong Organizational and follow-up skills
- Demonstrated proficiency with personal computers including word processing, spreadsheets, and related software programs. Microsoft Office proficiency at an intermediate level in Word and Excel; and at a standard level in Windows and Outlook. Basic knowledge of Access preferred.

Abilities

- Ability to effectively communicate orally and in writing, using proper spelling, grammar, and punctuation in a professional manner with UTA senior management/staff, outside organizations, and interested parties.
- Ability to understand, interpret, and write contractual agreements.
- Ability to gather, compile and disseminate information; solve problems; and work independently.
- Ability to plan, organize and prioritize work from numerous sources with conflicting schedules, priorities, and deadlines.
- Ability to interact well with internal and external customers and function as an effective team member.
- Ability to work in a fast-paced environment, meet tight deadlines, maintain accurate records, and be accountable for assignments.

- OR -

An equivalent combination of relevant education and experience.

[UTA reserves the right to determine the equivalencies of education and experience.]

Benefits:

UTA's benefits package for full-time administrative employees includes: Health, dental, vision, life/AD&D, short-term and long-term disability insurance (eligible after 30 days of employment), with Flexible Spending and Dependent Care accounts. Choice between Traditional Co-Pay or High Deductible Health Plans for medical coverage. HSA with company match available to employees enrolled in the HDHP. Benefit plans include coverage for domestic partners (eligibility affidavit required for coverage). Onsite Health and Wellness Clinics for medical care at no cost to employees, spouses, domestic partners, and dependent children. 22 days of accrued paid time off (13 vacation days and 9 sick days), which increases with tenure at UTA. 10 paid holidays and two paid (2) floating holidays per year. Retirement options - Pension Plan with 5-year vesting schedule and 457 Contribution Plan, available for immediate contributions and company matching. Generous tuition reimbursement for higher education, available for any higher education degree (bachelor, master, or PHD). Course of study must be approved prior to enrollment. Training, development, and career advancement opportunities. Paid parental leave for birth, adoption, and child placement (after 12 months of employment). Free transit passes for employees, their spouses, and their dependent children. Employee assistance program – includes counseling, legal services, financial planning, etc. UTA Well – a comprehensive wellness program designed to support employees and dependents in their health and wellness goals. Free on-site fitness facilities and discounted membership to VASA Fitness.

UTA



For more information on UTA's Total Rewards benefits package, please visit: <https://jobs.jobvite.com/rideuta/#benefits>