



STATE OF IDAHO
invites applications for the position of:

Real Property Manager

SALARY: \$31.08 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 09/21/21
CLOSING DATE: 10/05/21 11:59 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, ID 83705-8112
Telephone: (208) 801-4273

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies within same classification and position type.

ANNOUNCEMENT NUMBERS and AREAS OF CONSIDERATION:

- a. 21-88-MN-TEMP: First consideration will be given to current federally recognized Commissioned Officers (O-3 and below) and Warrant Officers assigned to the Idaho National Guard.
- b. 21-88-MW-TEMP: Open to all applicants. If an applicant cannot be selected from the above announcement, then other applicants may be considered (*military membership requirement will be waived*).

POSITION TITLE:	Real Property Manager
PAY GRADE:	NGA-11
POSITION CONTROL NUMBER:	TBD
CLASS CODE:	95000 (22748)
SALARY:	\$31.08 hourly
FLSA CODE:	Administrative Exempt
DUTY LOCATION:	Military Division, Idaho Army National Guard, Construction and Facilities Management Office (CFMO), Gowen Field, Boise, ID
TYPE OF POSITION:	Military Nonclassified; Army or Air; Officer, Warrant; Military Waived if selected under Announcement 21-88-MW-TEMP; Temporary Appointment not to exceed 1385 hours in 12 months (anticipated duration through February 2021)

COMPATIBLE MILITARY FIELD:	Not Applicable
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JOB TITLE: REAL PROPERTY MANAGER

POSITION CONTROL NUMBER: 5842

CLASS CODE NUMBER: 22748

SALARY GRADE: NGA-11

INTRODUCTION: This position is assigned to the Construction and Facilities Management Office (CFMO), Planning and Programming Branch, Idaho Army National Guard (IDARNG), functioning within the State of Idaho – Military Division. The primary purpose of this position is to manage all technical and administrative functions relating to real property accountability, real estate transactions, real property assignments, and utilization and space management for all assigned/attached units located within the State of Idaho, including but not limited to the Boise Air Terminal (Gowen Field), Maneuver Area Training Equipment Site (MATES), Orchard Combat Training Center (OCTC), Operational Readiness Training Complex (ORTC), IDARNG Readiness Centers (Armories) statewide, and training areas permitted for use to the IDARNG. Incumbent serves as a technical advisor to the CFMO's Planning and Programming Branch Chief and Construction and Facilities Management Officer (CFMO), and to the United States Property and Fiscal Officer (USPFO) for Real Property matters.

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. **Real Property Accountability.** Serves as the appointed Installation Real Property Accountable Officer, accountable for all buildings, structures, utilities and land under the control of the IDARNG regardless of type of ownership. Establishes and manages a systematic program for the required inspections of all non-housing real property facilities (buildings and structures) to include buildings being transferred in accordance with Base Realignment and Closure (BRAC) mandates. Survey's a targeted 33% of buildings/structures annually. Ensures that all buildings and structures are quantitatively surveyed and reconciled with the official Real Property Inventory database in both IFS and GFEBS. Reviews DA Forms 1354 for accuracy (e.g., correct category codes, units of measure, etc.) and checks the work of lower graded personnel. Researches information and responds to DA, MACOM, or IMCOM level inquiries regarding real property assets database and ownership. Provides real property statistical data to other organizations for the installation, as required. Responds to requests for information regarding jurisdiction of installation real property. Ensures pertinent in-grant and out-grant real estate information is entered into automated and/or manual real property systems. Reviews the performance of this task by lower graded personnel working for the government or contractor. Reviews all in-grant and out-grant real estate documents in order to ensure properly updated automated and/or acreage, rent paid, rent received, term of use, etc., and disposal by sale, transfer or termination of leasehold interests. In general, ensures that real property accountability systems (both IFS and GFEBS) for the installation(s) served are up to date and that ARs are followed for changes in real property assets. Ensures that procedures relating to the transfer and acceptance of accountable real property are adhered to. Oversees the accomplishment of the GSA Executive Order Utilization Survey of Real Property in accordance with applicable Executive Orders, ARs and the federal property management regulations, often reviewing the accuracy of data prepared by lower graded personnel working for the government or contractor. Responsible for overall data entry into the Department of the Army's financial data base of record, GFEBS and PRIDEWEB, for all real property assets and financial data. Assists with completion of the Installation Status Report (ISR) Part I Infrastructure reporting requirements by troubleshooting issues, elevating problem areas and providing progress reports to the CFMO.

2. **Real Estate Transactions.** Initiates, coordinates staff and recommends approval of

appropriate documentation for the acquisition of land interest to include leased space permits, rights of way, and rights of entry, leases and licenses from various sources, including county and state officials, Department of Transportation (DOT), utility companies, railroad companies, private individuals, corporations, and other government agencies. Processes requests regarding additional real property interests (e.g., off post training areas, off site storage, and trailer site requests). Prepares justification for planned excess actions including demolition, transfer of ownership, sale, exchange or act of God. Reviews a Report of Excess or DA Form 337 prepared by lower graded personnel. Develops/recommends out-granting use special conditions for inclusion in reports of availability for lease, easement, permit, license and consent agreement in accordance with appropriate Executive Orders, laws, ARs and other applicable regulations (i.e. McKinney Act). Transactions cover properties ranging from wide areas of public domain lands, state owned lands, privately owned lands, residential areas and industrial tracts.

Prepares request for acquisition of or retrocession of legislative jurisdiction. Monitors real estate agreement expiration dates for renewal (e.g., out-grants, in-grants, permits, leases, licenses, etc.). Conducts periodic inspections of in-grants and out-grants. Ensures Record of Environmental Consideration (REC) are complete for land acquisition processing.

Prepares short term licenses. Interprets real estate agreements and regulations to identify real property maintenance responsibilities for customers. Provides information in response to inquiries from the DA, MACOM, other federal, state and local government agencies, and the general public. Resolves encroachments to installation controlled real property. Provides real property accountability and real estate support to designated geographical areas. Reviews real property holdings to determine underutilized facilities and/or land. Develops out-grant recommendations for command approval. Prepares Reports of Availability (ROA).

3. **Supervisory Duties.** Responsible for the overall management and direction of assigned personnel. Provides leadership and supervision. Plans work to be accomplished by subordinate employees. Sets priorities and prepares schedules for completion of work. Assigns work and monitors employees in the accomplishment of work assignments. Establishes job performance standards and appraises the performance of reporting subordinates. Provides advice, counsel or instruction to individual employees on both technical and administrative matters. Reviews goals and objectives, discusses program compliance, and makes program adjustments as needed. Provides oversight for payroll and time and attendance compliance, and approves scheduling and leave. Coordinates program staffing needs, position descriptions, and personnel and position actions with the CFMO Administrative Officer or the Human Resources Office, as appropriate. Reviews and considers personnel and position actions recommended by subordinate supervisors. Interviews candidates for positions in the office; makes recommendations for appointment, promotion or reassignment. Hears and resolves complaints; refers more serious unresolved complaints to higher-level supervisors. Effects minor disciplinary measures such as warnings, verbal reprimands and written counseling. Proposes disciplinary action in the more serious cases. Identifies developmental and training needs of employees, and provides or makes provision for such development and training. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all applicable laws, rules, regulations and policies and serves as a role model for the Whistleblower Protection Program, EEO, security and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.

4. Performs other related duties and projects as necessary or assigned.

SUPERVISORY CONTROLS: Works under general supervision of the CFMO's Planning and Programming Branch Chief who provides general instruction as to the overall desired objectives within this basic structure. Independently performs and manages duties associated with assigned area of responsibility. Supervisor sets the overall objective and identifies the resources available. Incumbent and supervisor, in consultation, develop the deadlines, projects and work to be accomplished. Reviews the assigned projects where complicated or unusual problems exist such as tribal interest in a project, strong community opposition to a project, need for extensive rehabilitation or repair of a real property asset, or condemnation and or demolition of a historic real property asset. Individually plans and carries out the assignment, resolves conflict that may arise, coordinates the work with others, and interprets policy on own initiative in terms of established objectives. Keeps Planning and Programming Branch Chief and NGB I & E Real Property informed of progress and potentially controversial matters where congressional inquiries might occur. Supervisor reviews the work for overall feasibility, compatibility, and

effectiveness in meeting land use projects and/or program goals and requirements. Completed assignments are reviewed for adherence to the regional standards, clarity of presentation, and soundness of conclusions.

GUIDELINES: Guidelines are available in terms of National Guard Regulations, DA Pamphlets, Policy Letters and Department of the Army Regulations and Policies related to installation real property matters. Organizational precedent in terms of handling real property matters also exists. Guidelines and precedents typically are not completely applicable to the full range of real property management problems encountered. Incumbent must use judgment in deciding the guidelines and procedures that are relevant to the particular problem. Incumbent must determine the limited changes and adaptations in regulations and precedent that are needed in a particular real property situation. Analyzes results of adaptations and recommends further changes to guidelines.

PERSONAL CONTACTS: Contacts are with DA employees often outside the immediate organization, employees outside DA in federal, state and local government agencies, and the general public. People contacted are typically engaged in different functions, missions, and kinds of work and are making contact for a variety of purposes. Purpose of personal contacts is to plan, coordinate, or advise on real property management problems with groups or individuals who generally have similar interests, common goals and cooperative attitudes.

WORKING CONDITIONS / PHYSICAL EFFORT: Work environment involves the normal risks and discomforts typical of an office with computer equipment. Work places no special physical demands on employees. Work includes some walking, standing, bending, and carrying of light items such as paper and books. Work requires quarterly site visits to validate the real property inventory for the CFMO office. Employee works with a video display terminal.

FLSA Overtime Code: A (Administrative Exempt; straight time)

EEOC: C04 (Technical)

WCC: 9410

MAY 2021

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

Mandatory Requirements (conditions of employment).

- Must be federally recognized Commissioned Officer (O3 or below) or a Warrant Officer assigned to the Idaho National Guard. *Not applicable to applicants applying as a civilian under Announcement # 21-88-MW-TEMP.*
- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. (At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)

Knowledge, Skills and Abilities (KSAs)

Applicants must have 36-months of specialized experience performing related duties as specified below.

- In-depth knowledge of the Department of the Army regulations and policies related to installation real property actions.

- Knowledge of a wide range of real estate principles, concepts, and practices. Understands the real estate market. Applies knowledge in situations involving a combination of complicating factors such as unusual and diverse uses; a wide range of acquisition methods; incomplete, inaccurate, or conflicting ownership information; difficult negotiations.
- Mastery of the ARs, DA Pamphlets and Policy letters related to real property matters.
- Knowledge of a discipline related to real property management such as cost estimating, environmental programs, or master planning.
- Knowledge of government real estate procedures.
- Knowledge of the theory and principles of management and organization and the ability to apply this understanding in promoting efficiency, quality, and improved operational effectiveness in the area of real property.
- Skill in preparing reports and letters, and applying such knowledge.

CONDITIONS OF EMPLOYMENT:

- Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- Refer to the position description for the Mandatory Requirements for this position.
- Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform. *(Not applicable to military waived civilian employees.)*
- Incumbent must be a current federally recognized Commissioned Officer or Warrant Officer of the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment. *(Not applicable to military waived civilian employees.)*
- The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

5. PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
 Supervisory Human Resource
 Specialist
 Military Division – State Personnel
 Branch

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email hrobypass@imd.idaho.gov to discuss alternative options.

Thank you for your interest in employment with the Idaho Military Division.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #21-88-MN/MW-TEMP
REAL PROPERTY MANAGER
GD

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Real Property Manager Supplemental Questionnaire

- * 1. **Mandatory Requirement:** Must be a current federally recognized Commissioned Officer (O-3 and below) or a Warrant Officer assigned to the Idaho National Guard. Provide your military grade, job title, MOS/AFSC/AOC and unit of assignment. *If applying as a civilian applicant under Announcement # 21-88-MW-TEMP, please indicate so.*

- * 2. **Mandatory Requirement:** Must have and maintain a valid and unrestricted state issued (any state) driver's license, and meet qualifications for a military driver's license.

Provide written response regarding your willingness and ability to meet this condition of employment.

- * 3. **Mandatory Requirement:** Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 4. **KSA: In-depth knowledge of the Department of the Army regulations and policies related to installation real property actions.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 5. **KSA: Knowledge of a wide range of real estate principles, concepts, and practices. Understands the real estate market. Applies knowledge in situations involving a combination of complicating factors such as unusual and diverse uses; a wide range of acquisition methods; incomplete, inaccurate, or conflicting ownership information; difficult negotiations.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 6. KSA: **Mastery of the ARs, DA Pamphlets and Policy letters related to real property matters.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 7. KSA: **Knowledge of a discipline related to real property management such as cost estimating, environmental programs, or master planning.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 8. KSA: **Knowledge of government real estate procedures.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 9. KSA: **Knowledge of the theory and principles of management and organization and the ability to apply this understanding in promoting efficiency, quality, and improved operational effectiveness in the area of real property.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 10. KSA: **Skill in preparing reports and letters, and applying such knowledge.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 11. Unqualified or incomplete applicant packets will not be forwarded.

Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

Yes No

* 12. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

Yes No

* Required Question