

DIOCESE OF KOOTENAY

	This Item	Replaces
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Origin: Bishop and Administration Committee
Status: Diocesan Structures
Distribution: All Parishes
Subject: Position Description – Properties Officer for the Diocese of Kootenay

Definition:

The Properties Officer is a person appointed by the Bishop to assist in the oversight of Diocesan properties and buildings.

Desirable Skills:

- 1: Able to understand & help ascertain the value, utility and options regarding real property, particularly with respect to those held by the Diocese.
- 2: Able to research history, values, listings, assessments, zoning, restrictions and other factors relating to Diocesan real property.
- 3: Able to understand and review Notices from BC Assessment and property taxing authorities, review municipal and Regional District zoning and other land related documents.
- 4: Able to communicate and work well with others.
- 5: Reasonable capacity to work with Microsoft Office (or their clone) tools, photo editing, mapping and measurement tools, file organization, etc., as needed to produce reports.

Accountability and Relationships:

- 1: The Properties Officer reports to the Diocesan Executive Officer, and is accountable to both the Executive Officer and the Bishop.
- 2: The Properties Officer reports to the Diocesan Synod and to the Administration Committee and Diocesan Council as requested.

Tenure:

At the pleasure of the Bishop.

Duties and Responsibilities:

- 1: To undertake tasks related to real property as requested by the Executive Officer or Bishop.
- 2: Requests may include visits to Diocesan or other properties to examine land or buildings, conduct inquiries with various agencies, assist with engaging property-related professionals, offering or seeking advice in the purchase, disposal or re-purposing of real property.
- 3: To maintain an inventory of Diocesan properties.
- 4: To review all Notices from BC Assessment for Diocesan property, conducting inquiries and appeals as agreed with the Executive Officer or Bishop.

Remuneration:

Expenses as authorized by the Bishop shall be reimbursed. Travel will be reimbursed at the Diocesan rate.