UNIVERSITY OF SOUTHERN CALIFORNIA
Manager, Leasing and Project Management
Job Code: 123217

Grade: 00
OT Eligible: No
Comp Approval: 3/28/2013

JOB SUMMARY:
Has responsibility and accountability for the management, operations and growth of either University Park Campus (UPC) or Health Sciences Campus (HSC) lease administration including lease negotiations and implementation, lease renewals, planning and administration, lease financial statistics and modeling, budget administration and working with space planning committee to identify lease space needs. Develops a leasing strategy in line with each property’s operating and capital budgets. Provides financial analysis for property management and lease administration by collecting data on the value of property and rental rates in the market. Develops and implements statistical or quantitative models to support lease administrative and business development efforts and other business applications. Manages the construction of tenant improvement projects in leased properties. Provides monthly/quarterly lease statistic consolidations and reporting for UPC or HSC. Provides leadership and direction to staff and/or student workers related to daily operations and administrative activities.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
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<td>Manages the University Park Campus or Health Sciences Campus lease portfolio including overseeing daily operations. Develops a leasing strategy in line with each property’s operating and capital budgets. Manages all tenant leases and relationships with university tenants and outside vendors. Assesses the operations and services of lease properties and modifies operations and services, as needed. Initiates and implements strategic cost-saving processes within the real estate department.</td>
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<td>Manages the delivery of services to tenants. Markets and leases vacancies. Screens applicants. Works with Office of General Counsel to draft leases and letters of intent. Ensures all contractual obligations are met or exceeded.</td>
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<td>Oversees tenant and capital improvements in all leased properties. Selects vendors and monitors vendor performance by regular inspections. Participates in regular inspections of common areas, building exteriors and landscape. Works with property management and construction personnel to ensure university exceeds the expectations of tenants.</td>
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<td>Oversees management of university leases and also provides facilities management of university leased buildings. Negotiates leases and implementation for university leases, including new tenants and renewals for existing tenants. Modifies and restructures lease terms and conditions to maximize university value for assigned portfolio. Tracks certification of insurance.</td>
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<td>Establishes and cultivates long term relationships with internal and external</td>
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partners. Networks, develops and maintains strong relationships with brokers, prospective landlords and existing landlords, and prospective tenants and existing tenants. Makes presentations to developers, deans, etc.

Develops and recommends operating and administrative policies for the university lease portfolio and lease facilities. Works with management team to continually improve lease administration processes, policies and procedures. Manages the dissemination, interpretation and application of university lease policies and recommends approval of exceptions.

Develops and implements statistical or quantitative financial models/pro formas to support lease administrative and business development efforts and other business applications.

Performs statistical analysis and data management for lease administration. Assists in interpretation of results and prepares tables or graphs for inclusion in management reports. Produces lease statistical regular and ad-hoc reports for senior management in preparation for executive and/or space planning committee meetings including actual versus forecast, lease expirations, retention, economic occupancy, market rents, etc. Develops conclusions and recommendations and communicates orally or in writing to senior management.

Co-manages the lease audit program with the other lease administration manager to review processes, recordkeeping procedures and ensure accuracy of data. Works with the internal auditor to improve lease administrative data management recordkeeping, processes, procedures and accuracy, if needed.

Manages lease maintenance including lease compliance, management of CPI increases, expirations and extensions.

Participates in the development and administration of university facility lease budgets. Manages the tenant budget accounts and payment of accounts. Monitors and tracks ASRs. Analyzes action versus budget performance to determine variances. Takes corrective action, as required. Makes budget and resource allocations.

Provides leadership, guidance and direction to staff and/or student workers. Leads others in the planning and delivery of university leasing and lease facilities’ activities. Schedules, assigns and prioritizes workloads. Trains personnel, as needed.

Serves as key resource for all leasing of university facilities. Resolves problems or questions referred by staff, senior university administrators and/or tenants.

Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:  No
In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor's degree

**Minimum Experience:**

5 years

**Minimum Field of Expertise:**

California Real Estate Salesperson's License. Solid lease administration experience or similar function for commercial real estate. Experience overseeing tenant improvement construction. Extensive knowledge of commercial real estate contracts. Real estate legal knowledge. Strong real estate negotiating skills. Strong presentation skills. Knowledge of statistical analysis, forecasting techniques and financial modeling. Proven track record of successfully completing challenging projects. Ability to multi-task and manage priorities with a sense of urgency. Excellent written and verbal communication skills. Ability to cultivate long term client relationships.

**Preferred Education:**

Master's degree

**Preferred Experience:**

7 years

**Preferred Field of Expertise:**

Real Estate, Business/Accounting/Finance, or Law experience. California Real Estate Broker License. Master's degree in real estate or business.

**Skills: Other:**

Analysis
Assessment/evaluation
Budget control
Coaching
Communication -- written and oral skills
Conflict resolution
Construction management
Customer service
Interpersonal skills
Knowledge of applicable laws/policies/principles/etc.
Lead/guidance skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Public speaking/presentations
Scheduling
Statistical analysis
Teaching/training

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
Leads one or more employees performing similar work.
May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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