UNIVERSITY OF SOUTHERN CALIFORNIA

Assistant Director, Leasing

Job Code: 123227

Grade: 00
OT Eligible: No
Comp Approval: 7/20/2015

JOB SUMMARY:

Assists in directing the operations of the 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.

Participates in short and long-term planning efforts and program design. Participates in overseeing administrative functions to include planning and scheduling, delivery of services, program development and evaluation, policy development and implementation, and personnel administration, as assigned. Has responsibility for management of lease administration system to track leases and prepare various reports from the lease portfolio.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Participates in directing the planning, coordination, implementation and management of the University Park Campus or Health Sciences Campus lease portfolio. Assists with directing the planning and development of Real Estate Leasing objectives, services and processes. Ensures that planning efforts are integrated with those of other university offices. Participates in determining Real Estate Leasing priorities and the allocating of resources accordingly. Researches and identifies trends and needs, and assists in establishing real estate leasing directions accordingly. Collaborates with senior management in assessing quality of service for department. Proposes modifications to existing services and/or new services. Oversees special projects as assigned. Links services and operations with other relevant departments on campus.

Participates in short and long-term strategic planning, making or recommending modifications and/or additions to services provided, staffing and organizational plans, and corresponding budgetary implications. Identifies leased space. Develops a leasing strategy in line with each property’s operating and capital budgets, with a goal of reducing and consolidating lease holdings when feasible. Oversees and manages all tenant leases and relationships with university tenants and outside vendors. Advises user groups on lease strategy. 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.

Directs the delivery of services to tenants, marketing and leasing of vacancies, and screening of applicants. Works with Office of General Counsel to draft leases and letters of intent. Ensures all contractual obligations are met or exceeded.

Has responsibility for management of university leases and 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. Oversees tracking of certification of insurance.
Oversees tenant and capital improvements in all leased properties. Selects vendors and monitors vendor performance by regular inspections. Oversees and/or 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. Resolves construction issues and schedule issues on tenant improvement projects.

Establishes and cultivates long term relationships with internal and external 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.

Participates in directing the development and administration of 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. Reviews and recommends revisions as necessary. Directs the dissemination, interpretation and application of policies university-wide. Recommends exceptions. Maintains currency on existing and pending legislation to ensure overall compliance with regulatory requirements. Ensures staff and university community are kept informed of changes and updates.

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. Interprets 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.

Oversees and manages the lease audit program. Review processes, recordkeeping procedures and ensures accuracy of data. Works with the internal auditor to improve lease administrative data management recordkeeping, processes, procedures and accuracy, if needed.

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

Manages subordinate staff assigned to Real Estate Leasing. Proposes staffing needs based on short and long-term plans and goals. Reviews and endorses or makes recommendations for hiring, staff raises, promotions and reclassifications. Approves/disapproves work guidance actions, as required. Provides performance appraisals for staff and determines need for disciplinary action, as required. Makes recommendations for staff training and professional development. Schedules, assigns and prioritizes workloads.

Oversees onboarding and orientation of new employees to ensure understanding of duties, responsibilities, work requirements and performance standards. Establishes, monitors, and authorizes work schedules, time off and leave requests for employees (including student workers) to meet department business requirements. Authorizes overtime and monitors meal and rest periods for non-exempt employees to ensure compliance with university timekeeping requirements and employment policies. Submits time records on behalf of employees who fail to provide timekeeping records to ensure timely payment, 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.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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
- ☑ Yes  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:**

7 years

**Minimum Field of Expertise:**

- Thorough 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. Excellent real estate negotiating skills. Strong presentation skills. Knowledge of statistical analysis, forecasting techniques and financial modeling. 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:**

8 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
Counseling
Customer service
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Public speaking/presentations
Scheduling
Staff development
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:
Supervises employees and/or student workers.

Supervises: Nature of Work:
Administrative
Professional/Paraprofessional
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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