



Manager, Leasing & Project Management Job Description

JOB INFORMATION

<i>Job Code:</i>	123217
<i>Job Title:</i>	Manager, Leasing & Project Management
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.; May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Real Estate
<i>Job Family Group:</i>	Real Estate Services
<i>Management Level:</i>	5 Manager

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 QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Master's degree		
	X	Master's degree	Real Estate	Or
	X	Master's degree	Business Administration	

Additional Education

Check here if experience may substitute for some of the above education.

☐ Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		5 years		
	X	7 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

☐ Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

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

Licenses

Req	Pref	License(s)
X		California Real Estate License - Salesperson
	X	California Real Estate License - Broker

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				
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.				
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.				
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.				
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.				
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				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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, record-keeping procedures and ensure accuracy of data. Works with the internal auditor to improve lease administrative data management record-keeping, 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.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.