Real Estate & Planning Manager

Job Code 50035049

General Description
Responsible for acquisition and disposition of real property; negotiating easements, right-of-ways, and interlocal agreements; negotiating and administering leases; and maintenance of real property records

Examples of Duties
Locate, negotiate, and administer of campus leases. (search for available property as needs are identified, conduct site visits, follow-up with users, negotiate terms of lease/finish-out, draft documents and work with System. Office, coordinate with user and tenant, finalize lease agreements, monitor finish-out, walk through with users, create lease records/digital file, report on lease payments, extend or terminate). Lease, negotiate, and administer on campus leases. Prepare RFQ’s and RFP’s for Public, Private Partnership ventures. Assist with division-wide (internal) communications regarding activities, decisions, policies, and external factors affecting the division.

Knowledge, Skills, and Abilities
Knowledge of: accounting/economic and financial principals; assets market, commercial real estate and property management procedures and policies; working terms.

Skill in: preparing proposals, RFPs, contracts and correspondence; utilizing financial and accounting techniques; analyzing political and institution environment; determining scope of projects and tactics; negotiating terms of agreements with prospective parties.

Ability to: read and interpret technical, legal and contractual documents; apply intermediate math, basic statistical analysis and business analysis techniques work effectively with others; explain, negotiate, and exchange information; work effectively with others to create a synergistic and cooperative environment; to conduct research to obtain information regarding any type of business operation.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements