



### JOB INFORMATION

|                          |  |
|--------------------------|--|
| <i>Job Code:</i>         | 123227                                       |
| <i>Job Title:</i>        | Assistant Director, Leasing                  |
| <i>FLSA Status:</i>      | Exempt                                       |
| <i>Supervisory:</i>      | Supervises employees and/or student workers. |
| <i>Job Family:</i>       | Real Estate                                  |
| <i>Job Family Group:</i> | Real Estate Services                         |
| <i>Management Level:</i> | 5 Manager                                    |

### 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 QUALIFICATIONS:

#### Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i>     | <i>Field of Study</i>   |    |
|------------|-------------|-------------------|-------------------------|----|
| X          |             | Bachelor's degree |                         |    |
|            | X           | Master's degree   |                         | Or |
|            | 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          |             | 7 years                |                         |  |
|            | X           | 8 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   |      | Thorough 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   |      | Excellent real estate negotiating skills. Strong presentation skills.                    |
| X   |      | Knowledge of statistical analysis, forecasting techniques and financial modeling.        |
| 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 Broker license. |

## Other Job Factors

## JOB ACCOUNTABILITIES

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

## JOB ACCOUNTABILITIES

|   | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|---|---------------|------------------|-----------------|------------|
| 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, record-keeping procedures and ensures accuracy of data. Works with the internal auditor to improve lease administrative data management record keeping, 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 nonexempt 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 Department of Public Safety. 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.  |               |                  |                 |            |

## 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 |                   | 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 |

## Other Requirements

|  |   |                   |   |
|--|---|-------------------|---|
| <i>Essential:</i>  | <i>Emergency Response/Recovery</i>  | <i>Essential:</i> | <i>Mandated Reporter</i>  |
|  | 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. |                   | 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a> |
| <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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a> |   |                   | 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.