



Executive Director, Real Estate Development and Leasing Job Description

JOB INFORMATION

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| <i>Job Code:</i> | 123231 |
| <i>Job Title:</i> | Executive Director, Real Estate Development and 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> | 3 Executive |

JOB SUMMARY

Oversees jointly, with the Executive Director for Land Use and Planning, the short and long-term strategic planning for the development of the physical campuses of the university, including implementation of master plans for both University Park Campus and the Health Sciences Campus, with primary responsibility for the Health Sciences Campus. Has joint responsibility with the Associate Senior Vice President for overseeing and supervising one division within Real Estate and Asset Management department: leasing. Has direct supervisory oversight of the leasing staff. Has sole responsibility for overseeing and supervising one division with Real Estate and Asset Management: property taxes. Has direct responsibility for oversight of development efforts at the Health Sciences Campus, including environmental clearance, entitlements and planning processes for specific projects, including academic, clinical and research buildings, and development of a research park. Provides support of development efforts at the University Park Campus, including assistance in the environmental clearance, entitlements and planning process for academic buildings, research buildings, and the university village development.

JOB QUALIFICATIONS:

Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i> | <i>Field of Study</i> | |
|------------|-------------|-------------------|-----------------------|-----|
| X | | Bachelor's degree | | |
| | X | Bachelor's degree | Architecture | Or |
| | X | Bachelor's degree | Urban Planning | And |
| | X | Master's degree | | |

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 | 10 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 | | Experience in land use planning, including extensive experience in working with or for government planning and building departments. |
| X | | Proven experience coordinating work on multiple projects under tight time constraints. |
| X | | Proven leadership ability with strong communications skills. |
| X | | Self-directed team player capable of multi-tasking. |
| X | | Detail oriented. |

Other Job Factors

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|--|--------|-----------|----------|-----|
| Has responsibility for overseeing and directing the short and long-term strategic planning for the development of the physical campuses of the university, including implementation of master plans for both University Park Campus and the Health Sciences Campus. Directs processes (e.g., financial framework, marketing plan, overall site development plan). Addresses best use of land and resources for institutional purposes. Formulates plans relating to construction of new buildings and other infrastructure. | | | | |
| Shares oversight of leasing division with Associate Senior Vice President. Directs responsibility for supervision of leasing staff. | | | | |
| Oversees and supervises division of Property Taxes within the Real Estate and Asset Management department. | | | | |
| Oversees and directs environmental clearance, entitlements and planning process for specific projects at Health Sciences Campus, including academic buildings, clinical buildings, research buildings and development of a research park, and supports the Executive Director of Land Use and Planning in similar efforts at University Park Campus. | | | | |
| Formulates operational objectives and provides strategic direction for staff. Researches and identifies trends and needs and assists with establishing program and/or department direction accordingly. Assesses quality of operations and modifies goals, objectives and activities to achieve optimal performance and services. | | | | |
| Oversees the delivery of specific projects, programs and activities to targeted clients. Sets and communicates project/program/activities priorities and performance standards and assesses operations using these criteria. | | | | |
| Directly manages assigned program staff. Determines and delegates assignments to staff. Determines organizational structure, reporting relationships and short and long-range staffing needs based on department goals. Reviews and approves hiring and salary actions to ensure compliance with policy. Oversees performance appraisal process for staff and remains informed of any disciplinary actions required. | | | | |
| 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. | | | | |
| Works with senior management in shaping scope and timing of projects. Conducts research and analysis relative to project, financing and development models and other factors that guide decision making process. Prepares reports and recommendations for senior management. | | | | |
| Makes presentations to university groups, local civic and government organizations and community groups over the course of development projects to explain and/or defend proposals. | | | | |

JOB ACCOUNTABILITIES

| | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|--|---------------|------------------|-----------------|------------|
| Interacts and maintains productive working relationships with appropriate regulatory government agencies and representatives to facilitate timely review and approval of university projects. | | | | |
| Works with land developers, civic leaders, and public officials and may function as mediator in community disputes, representing alternatives that are acceptable to opposing parties, as needed. | | | | |
| Develops departmental operating and administrative policies, procedures and practices. Directs the dissemination, interpretation and application of policies and procedures and grants exceptions. | | | | |
| Provides high-level expertise and comprehensive technical direction and knowledge to staff in the resolution of complex problems and technical issues requiring innovation and creativity. | | | | |
| Develops and manages department and/or project budgets. Reviews changes requested by staff and project stakeholders and provides recommendations regarding budget, time, and scope implications. Makes major budgetary allocation decisions. Provides forecasts and financial status reports as needed. Negotiates and oversees subcontracted services as necessary. | | | | |

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.