

DISTRICT PROPERTY ADMINISTRATOR

DEFINITION

Manages staff responsible for leasing and space utilization, including participating in the planning and implementation of complex lease negotiations and related policies and programs.

TYPICAL DUTIES

Oversees lease negotiations and supervises staff engaged in arranging for licenses, permits, short and long term leases, and the administration of joint use agreements.

Manages District properties and recommends the best usage of closed and existing facilities including leasing to third parties.

Assists in preparing and presenting reports and recommendations to the Board of Education.

Oversees the analyses of proposals and studies by consultants, developers and lessees concerning the use of the District's real property.

Ensures that leases are current and at market rate.

Coordinates related leasehold interests and implementation with various State, District, and local personnel; and prepares applications and secures funds.

Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The District Property Administrator has responsibility for the leasing of property and property management activities for the District.

The Director of Non-Academic Facilities Planning develops strategic plans, organizes, and coordinates activities related to facilities requirements identification and facilities planning and space allocation for the District.

A Principal Realty Agent supervises and participates in professional real estate work and acts for a Real Estate Project Director or higher level administrator as required.

SUPERVISION

Receives general administrative direction from the Director of Non-Academic Facilities Planning or a higher level administrator. General supervision is exercised over lower-level personnel such as Principal Realty Agents, Senior Realty Agents, and Realty Agents.

CLASS QUALIFICATIONS

Knowledge of:

Real Estate contract laws and regulations

California Education Code

Project Management

Principles of public relations and the public approval process

Basic laws and regulations related to building codes for public facilities, particularly school buildings

Basic principles of contract law, public purchasing, research, cost analysis and accounting
Basic District Personnel Commission rules, regulations, practices and policies
Administrative practices and procedures within the District
Principles of public relations

Ability to:

Negotiate real property leases to obtain the best terms available in the market
Analyze and evaluate the analysis of data on a wide variety of real estate matters, including title information, architectural documentation and property surveys
Develop and make effective presentations to the Board, administrators, and parent and community groups
Communicate effectively both orally and in writing
Manage, motivate, train, and evaluate personnel
Make, support and explain recommendations
Estimate project requirements and organize resources to meet goals and deadlines

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in business administration, public relations, real estate, or communications.

Experience:

Four years of management or supervisory experience involving contract, lease, or property management, preferably in the public sector.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
11-20-17
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